

Official Letter

Subject: Authorization to Use Corporate Credit Card

To Whom It May Concern,

This is to authorize [Employee Name] to use the corporate credit card ending with [Last 4 Digits] issued to [Company Name] for official business expenses from [Start Date] to [End Date].

All expenditures will be reimbursed and accounted for according to company policy. Kindly extend full cooperation to the authorized person.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Seal]

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