

## Corporate tone for employee use

Subject: Authorization for Employee Credit Card Use

To Whom It May Concern,

I, [Manager's Full Name], in my capacity as [Position] at [Company Name], authorize our employee, [Employee's Full Name], to use the corporate credit card ending in [XXXX] for official business expenses, including [List of Allowable Expenses].

This authorization is valid from [Start Date] until [End Date] unless revoked in writing. The maximum amount permitted under this authorization is [Amount].

Please honor this authorization and assist our employee in completing necessary transactions.

Respectfully,

[Manager's Full Name]

**Get more templates here:**

<https://www.lettersandtemplates.com/letters/credit-card-authorization-letter>