**To**

**[The Recipient Name]  
[Designation]  
[School Name]**

**Subject: Letter of authority for credit**

Respected sir/madam,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_ (mention your name), am an account holder in your bank with the account number (mention account number) of (mention account type). I am writing this letter to authorize Mr. ABC to reserve a hotel room (mention the hotel name) by making an advance payment with the help of my credit card.

My billing address is as follows:  
(Give your address where you receive your credit card bills)

I would like to state here that Mr. ABC is my employee and I trust him. However, Mr. ABC is allowed to make transactions through my credit card only at (mention the name of the hotel). If you find him making any other transaction, I allow the bank to block my card or revoke the permission.

Thank you so much for your cooperation and support. Please call me on my office number if you want to know anything else about this matter. I would love to assist you.

Regards,

Name of the sender  
Sender’s designation in the company  
Name of the company