**To**

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

**Subject: Letter of authorization for credit**

Respected sir/madam,

I am writing this letter of authorization to authorize Mr. ABC to carry out transactions through my credit card to book a flight. The flight details are given below:

(Mention flight details)

I hold a credit account in your bank details which are here:

[Name of the bank:  
Account number:  
Branch number:  
[Account type]

Although you know my billing address, it is being mentioned here again:

[give your billing address]

It is my humble request to you to please let Mr. ABC performs the transaction as it is very urgent. In addition, I agree with the terms and conditions of the bank regarding the letter of authorization, and I am fully aware of its implications.

Furthermore, I would like to ask the bank to not allow Mr. ABC to carry out any other transaction through my card other than the one I have mentioned above.

If you want to know more about this matter or if you want to confirm the authority being transferred to someone for reserving a seat for me on a flight, I can be reached at (mention your contact details).

Regards.

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