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**Credit Card Authorization Letter For Hotel Booking**

**John Doe  
1234 Maple Avenue  
Anytown, CA, 90321  
johndoe@email.com  
555-123-4567  
October 4, 2024**

**Grandview Hotel  
789 Ocean Drive  
Anytown, CA, 90322**

To Whom It May Concern,

I, **John Doe**, hereby authorize **Grandview Hotel** to charge my credit card for the booking of a hotel room by **Jane Smith**. Details of the authorized transaction are as follows:

* **Cardholder's Name:** John Doe
* **Credit Card Type:** Visa
* **Credit Card Number:** xxxx-xxxx-xxxx-6789
* **Expiration Date:** 12/2027
* **Billing Address:** 1234 Maple Avenue, Anytown, CA, 90321

This authorization is for the purpose of booking a room from **October 10, 2024** to **October 15, 2024** only. Please find attached a copy of my credit card (front and back) along with my photo identification for verification purposes.

Please confirm the receipt of this authorization and provide a confirmation number for the booking as soon as it is processed. If you have any questions or need further verification, do not hesitate to contact me directly at **555-123-4567** or **johndoe@email.com**.

Thank you for your assistance.

Sincerely,

**[Your Signature (if sending a hard copy)]  
John Doe**