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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.

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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](mailto:johndoe@email.com)**.

Thank you for your assistance.

Sincerely,

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

**John Doe**