



[Senders Name]

[Address line]

[State, ZIP Code]

[Letter Date]

[Recipients Name]

[Address line]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter]

Dear [Recipients Name],

This letter is an authorization for my credit card to be used by one Mitchel L. Michaels for any transaction he deems appropriate.

Here are the details on my credit card.

(insert the details of the credit card here)

Sincerely,

[Senders Name]

[Senders Title]