Sample of Authorization letter

To,
The Manager
Credit Card Division
American Express Bank Limited
New Delhi
India

I hereby authorize Travelite (India) to charge my credit card no. _____ four-digit code _____ valid till _____ for the amount of UK Pounds _____ (In words _____) towards deposit for tour arrangements in India.

(Signature as on credit card)

Name as on credit card

Important Note:
Please mention your complete mailing address and day contact numbers as well.
Our fax numbers are - 91-11-3722879 and 3319511
If possible you can also scan both sides of the card and letter and send it as attachment via email.