

Jane Smith
83 Park Avenue
New York City, New York
(212)-xxx-xxx

June 1, 2021

RE: Credit card authorization for Visa 4519-XXXX

I, Jane Smith, holder of Visa credit card 4519-XXXX expiring on 07/23, authorize XYZ Travel Agency to purchase my return flight ticket to Chicago with the reference number XXX.

My billing address is:

83 Park Avenue

New York City, New York

10128

I agree to pay for this purchase in accordance with the issuing bank cardholder agreement.

Sincerely,

Jane Smith