

Charlotte downtown

**CREDIT CARD AUTHORIZATION LETTER**

Hyatt Place Charlotte Downtown

222 South Caldwell Street

Charlotte, NC 28202

Phone: 704-227-0500

Fax: 704-227-0501

NAME OF CARD HOLDER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BUSINESS PHONE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EXT.\_\_\_\_\_\_\_

CREDIT CARD:\_\_\_\_\_CREDIT CARD #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EXP:\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF GUEST(S) or EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE(S) OFSTAY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I AUTHORIZE HYATT PLACE TO CHARGE THE FOLLOWING ITEMS TO THE CREDIT CARD LISTED ABOVE. THIS LETTER IS ONLY AUTHORIZING THE ABOVE MENTIONED GUEST(S) AND DATE(S) OF STAY.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

AUTHORIZED CARDHOLDER SIGNATURE DATE

PLEASE CHARGE THE FOLLOWING:

\_\_\_\_\_\_\_\_\_ROOM/TAX

\_\_\_\_\_\_\_\_\_PHONE CHARGES

\_\_\_\_\_\_\_\_\_PARKING

\_\_\_\_\_\_\_\_\_FOOD & BEVERAGE CHARGES

\_\_\_\_\_\_\_\_\_MEETING ROOM CRGS

\_\_\_\_\_\_\_\_\_OTHER (PLEASE SPECIFY):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_