

January 24, 2011

James Acuera
Acusta Group of company
211 Tenejero st., San Jose
California, USA

Dear Sir:

Your good office is hereby authorized to forward to our accounting office all the bills of (Name of guest), our honored guest of our company for his stay in your hotel.

It has been informed to immediately approve and pay any invoices from your hotel.
We have placed a credit account in the amount of_____.

Should this account exceed this amount, please contact our office for approval in advance of any additional charges.

Thank you for your special consideration of this matter. If there may be required any assistance to this matter, please contact our office as necessary.

Yours very truly,

(Name and company, address)