Letter to merchant template

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Merchant,

The XXX Red Cross is providing disaster assistance to our clients who have disaster-caused needs. The person giving you this letter has been issued a Red Cross card to purchase needed items. This card is a pre-paid card and should be accepted by any merchant that accepts \_\_\_\_\_brand.

The following regulations apply to all merchants in the use of this card.

When applicable, the Red Cross is tax exempt and, therefore, the client should not be charged sales tax on any items.

The card may not be used to purchase alcohol, tobacco products, or weapons of any kind.

Please check the signature on the back of the card to ensure that it matches the signature of the person signing the charge slip.

If the card is declined, please refer the client back to the XXX Red Cross for assistance. Do not process the transaction without obtaining verification or authorization.

If you have any questions, please call our office at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for helping us to assist our clients.