

Legal Authorization Letter for Business

Alexandra Reed
CEO, Reed Innovations
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214-555-0187
January 27, 2025

Matthew Grant
Manager
Supplier Relations
Global Parts Distributors
800 Industrial Road
Innovate City, TX 75001

Subject:

Authorization to Negotiate and Purchase Equipment on Behalf of Reed Innovations

Dear Mr. Grant,

I, Alexandra Reed, Chief Executive Officer of Reed Innovations, am writing to formally authorize Simon Lee, Vice President of Operations, to act on behalf of Reed Innovations in all matters pertaining to the negotiation and purchase of electronic components and related equipment. This authorization allows Mr. Lee to engage in negotiations, sign contracts, finalize purchase orders, and make all necessary decisions concerning pricing and terms of sale as required.

The purpose of this authorization is to ensure the seamless continuation of our supply chain operations and to facilitate timely updates and upgrades to our equipment, essential for maintaining our competitive edge in the industry. The authority granted herein is critical for avoiding delays and disruptions in our manufacturing schedules and for capitalizing on opportunities that align with our strategic objectives.

This authorization will remain in effect until revoked in writing. We request that you acknowledge Mr. Lee's authority in this regard and provide him with the necessary support and cooperation during his interactions with your organization.

Should you have any questions or require further confirmation of this authorization, please do not hesitate to contact me directly at the contact information provided above.

Sincerely,

[Signature, if sending a hard copy]

Alexandra Reed

CEO, Reed Innovations

Enclosures:

1. Document detailing the specific terms and items involved in the negotiation
2. Copy of Simon Lee's company identification
3. Letter of good standing from Reed Innovations' legal department confirming Simon Lee's authorization