

Legal Authorization Letter for Payment

Samantha Watkins
CEO, Watkins Enterprises
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415-555-0234
January 27, 2025

Accounts Payable Department
Global Suppliers Inc.
789 Commerce Road
Tech City, CA 94016

Subject:
Authorization for Payment Disbursement

Dear Accounts Payable Manager,

I, Samantha Watkins, Chief Executive Officer of Watkins Enterprises, am writing to authorize Clara Johnson, our Chief Financial Officer, to handle all matters related to payment disbursement to our suppliers and service providers. This authorization specifically includes the release of funds for invoices due through the end of the fiscal year on March 31, 2025.

Clara Johnson is granted full authority to approve, process, and execute payments as necessary to fulfill our financial obligations to Global Suppliers Inc., as per the

terms agreed upon in our contracts. She is authorized to sign checks, initiate bank transfers, and approve electronic payments up to the approved limits.

This authorization is effective immediately and will remain in place until explicitly revoked in writing. We kindly ask for your full cooperation with Ms. Johnson and request that all payment-related communications be directed to her attention.

Should there be any questions or need for further verification regarding this authorization, please do not hesitate to contact me directly at the phone number or email address listed above.

Thank you for your cooperation and prompt attention to our payments.

Sincerely,

[Signature, if sending a hard copy]

Samantha Watkins

CEO, Watkins Enterprises

Enclosures:

1. Copy of Clara Johnson's Photo ID
2. Company authorization form detailing Clara Johnson's payment authority
3. List of invoices approved for payment