

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Hiring Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding the stock options mentioned in my job application for the [Job Title] position. I am very excited about the opportunity to join [Company Name] and would appreciate any additional information regarding the stock options, including their vesting schedule and any associated conditions.

Thank you for your attention to this matter. I look forward to your response.

Best regards,
[Your Name]