

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about potential equity benefits available as part of the [Job Title] position I recently applied for at [Company's Name]. As I consider the opportunity, I would like to understand more about the compensation structure and whether equity is offered as part of the overall package.

Having a clear understanding of the equity options could greatly assist me in evaluating the position and aligning my goals with the company's vision.

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

Sincerely,

[Your Name]