

Notification of Stock Option Adjustment

Date: [Insert Date]

To: [Shareholder Name]

Address: [Shareholder Address]

Dear [Shareholder Name],

We are writing to inform you of an adjustment to the stock options granted to you as a shareholder of [Company Name]. This adjustment has been made in accordance with the terms outlined in the stock option agreement.

Due to [reason for adjustment, e.g., a stock split, merger, etc.], the following changes will be effective as of [effective date]:

- Original Number of Options: [Original Number]
- Adjusted Number of Options: [New Number]
- Exercise Price per Option: [New Price]

Please review the attached documents for further details regarding this adjustment. If you have any questions or require additional information, do not hesitate to contact our Investor Relations department at [Contact Information].

Thank you for your continued support of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]