

Stock Option Change Proposal for Shareholder Approval

[Your Company Name]

[Your Company Address]

[City, State, ZIP]

[Date]

[Shareholder Name]

[Shareholder Address]

[City, State, ZIP]

Dear [Shareholder Name],

We are writing to propose a change to our existing stock option plan which requires your approval as a valued shareholder. The primary objective of this proposal is to [state the purpose, e.g., enhance employee retention, align with market practices, etc.].

The proposed changes are as follows:

- Adjustment of the option vesting schedule from [current schedule] to [proposed schedule].
- Increase the total number of options allocated from [current number] to [proposed number].
- Modification of the exercise price to [proposed exercise price].

We believe these changes will benefit the company by [list benefits such as improving employee morale, positioning the company competitively, etc.]. We invite you to review the detailed proposal attached for more information.

We will be holding a shareholder meeting on [date of the meeting] to discuss this proposal further and to secure your vote for approval. Your participation is crucial in shaping the future of our company.

Thank you for your ongoing support and trust in [Your Company Name]. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]