

Shareholder Options Exercise Agreement

Date: [Insert Date]

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]

[Insert Company Address]

To: [Insert Legal Representative's Name]

[Insert Legal Representative's Title]

[Insert Legal Representative's Firm]

[Insert Firm's Address]

Dear [Legal Representative's Name],

This letter confirms the agreement regarding the exercise of options granted to [Insert Shareholder's Name], a shareholder of [Insert Company Name] ("the Company"), under the [Insert Name of Option Plan] ("the Plan").

Details of the Option Exercise:

- Number of Options Being Exercised: [Insert Number]
- Exercise Price per Option: [Insert Price]
- Total Exercise Price: [Insert Total Price]
- Date of Exercise: [Insert Date]
- Method of Payment: [Insert Payment Method]

Upon receipt of the total exercise price, the Company shall issue [Insert Number] shares of common stock to [Insert Shareholder's Name].

This agreement shall be governed by the laws of [Insert State/Country]. Should you have any questions or need further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Company Name]