

# Shareholder Options Exercise Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to exercise my options under the company's Stock Option Plan as outlined in my agreement dated [Insert Agreement Date].

Here are the details of my stock option exercise:

- Number of Options to be Exercised: [Insert Number]
- Exercise Price: [Insert Price]
- Total Exercise Amount: [Insert Total Amount]

Please find my attached payment (if applicable) in the form of [insert payment method], and all relevant forms as required by the Stock Option Plan.

I understand that my options will be processed according to the terms of the plan and any applicable laws. If further information or documentation is required, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]