

# Shareholder Options Exercise Confirmation

Date: [Date]

[Shareholder Name]  
[Shareholder Address]  
[City, State, Zip Code]

Dear [Shareholder Name],

We are writing to confirm the exercise of your options as a shareholder in [Company Name]. The details of your options exercise are as follows:

- Option Grant Date: [Grant Date]
- Number of Options Exercised: [Number]
- Exercise Price: [Price]
- Total Exercise Amount: [Total Amount]
- Date of Exercise: [Exercise Date]

As a result of this exercise, you will receive [Number of Shares] shares of [Company Name] stock. These shares will be recorded in your account, and you will receive further confirmation once the transaction is finalized.

Thank you for your continued support and investment in [Company Name]. If you have any questions, please feel free to reach out to our investor relations department at [Contact Information].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Company Address]