

Shareholder Options Exercise Directive

Date: [Insert Date]

To: [Shareholder Name]

[Shareholder Address]

Dear [Shareholder Name],

We are pleased to inform you that as a recent shareholder in [Company Name], you are entitled to exercise your options in accordance with the terms of your option grant.

Details of your options are as follows:

- Option Grant Date: [Insert Date]
- Number of Options: [Insert Number]
- Exercise Price: [Insert Price]
- Expiration Date: [Insert Date]

To exercise your options, please complete the attached exercise form and return it to us by [Insert Deadline]. You may contact our office at [Insert Contact Information] if you have any questions or require further assistance.

Thank you for your commitment to [Company Name]. We look forward to your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]