

Shareholder Options Exercise Intent Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my intent to exercise my options as a preferred shareholder in [Company Name].

As per the terms outlined in the shareholder agreement dated [Insert Agreement Date], I wish to exercise my options as follows:

- Number of Shares: [Insert Number of Shares]
- Exercise Price: [Insert Exercise Price]
- Preferred Share Class: [Insert Share Class]

I kindly request guidance on the next steps to facilitate this process and any documentation required to complete this exercise.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Email Address]

[Your Phone Number]