

# Shareholder Options Exercise Notice

Date: [Insert Date]

[Shareholder Name]

[Shareholder Address]

[City, State, Zip Code]

Dear [Shareholder Name],

This letter serves as a formal notification regarding your options to exercise shares of [Company Name] as per the terms of the stock option plan.

You are currently eligible to exercise [number of options] options at an exercise price of [exercise price] per share. The options are set to expire on [expiration date]. Please ensure that you complete the transaction before this date to avoid forfeiture.

To exercise your options, please complete the attached exercise form and return it along with your payment to [Company's Address] by [submission deadline].

If you have any questions regarding this process, please do not hesitate to contact [Contact Person] at [Contact Number] or [Email Address].

Thank you for your continued support of [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]