

Shareholder Options Exercise Notification

Date: [Insert Date]

To: [Group of Shareholders]

From: [Company Name]

[Company Address]

[City, State, Zip Code]

Dear Shareholders,

We are writing to inform you of your options to exercise your shareholder rights as outlined in our company's option plan. As a valued group of shareholders, your participation in this process is essential for the continued growth and success of [Company Name].

You are eligible to exercise your options to purchase shares at the predetermined exercise price of [Insert Price] per share. Please find the relevant details below:

- Number of Options Available: [Insert Number]
- Exercise Period: [Insert Start Date] to [Insert End Date]
- Payment Method: [Insert Method]

To exercise your options, please complete the attached form and return it to us by [Insert Deadline Date]. For any questions, feel free to contact [Contact Person] at [Contact Information].

Thank you for your continued support and commitment to [Company Name]. We look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]