

Shareholder Options Exercise Request

Date: [Insert Date]

To: [Company Name]

Attention: [Recipient's Name or Department]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I, [Your Name], a shareholder of [Company Name], holding [Number of Shares] shares of stock, hereby request to exercise my options to purchase shares as per the terms outlined in the option agreement dated [Option Agreement Date].

Details of my options are as follows:

- Option Grant Date: [Grant Date]
- Number of Options to Exercise: [Number]
- Exercise Price: [Price per Share]

Please find attached the relevant documents, including my option agreement and payment for the total exercise price of [Total Amount].

I appreciate your prompt attention to this matter and look forward to your confirmation of the exercise of my options.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]