

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification regarding the stock options available to our executive team. As we continue to strive for transparency and alignment in our compensation structure, it is essential for us to fully understand the details surrounding the stock option plans.

Specifically, we would appreciate clarity on the following points:

- The eligibility criteria for stock options
- The vesting schedule for the granted options
- The current valuation method used for stock options
- Any potential changes to the stock option policy

Understanding these details will greatly assist us in making informed decisions regarding executive compensation and aligning our strategies with the company's long-term goals.

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

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]