

Letter of Clarification for Shareholder Options Regarding Convertible Bonds

Date: [Insert Date]

[Shareholder Name]

[Shareholder Address]

[City, State, Zip Code]

Dear [Shareholder Name],

We hope this letter finds you well. We are writing to provide clarification regarding your options as a shareholder in relation to the convertible bonds issued by [Company Name].

The convertible bonds allow shareholders to convert their bonds into a predetermined number of shares of [Company Name]'s common stock. As a holder of these bonds, you have the following options:

- Convert your bonds into shares at the specified conversion rate.
- Retain your bonds and receive interest payments according to the bond terms.
- Sell your bonds in the secondary market, subject to prevailing market conditions.

To exercise your conversion option, please contact our investor relations department at [Investor Relations Contact Information] or visit our website at [Website URL] for detailed instructions.

We appreciate your continued support as a valued shareholder. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]