

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Stock Option Exercise Request

Dear [Recipient Name],

I am writing to formally request the exercise of my stock options, as per the terms of the stock option agreement dated [Date of Agreement]. My details are as follows:

- Option Holder: [Your Name]
- Grant Date: [Grant Date]
- Number of Options to Exercise: [Number]
- Exercise Price: [Exercise Price]

Enclosed with this letter is my payment for the total exercise price, along with any required forms. Please let me know if you need any additional information to process this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]