

Employee Stock Options Modification Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to my employee stock options as outlined in my original agreement dated [Original Agreement Date].

Due to [reason for modification request, e.g., changes in personal circumstances, market conditions, etc.], I believe it would be beneficial for both myself and the company to consider adjustments to my current options.

I would appreciate the opportunity to discuss this matter further and explore possible options that could be beneficial to all parties involved. Please let me know a suitable time for us to meet or if further information is needed.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Job Title]