

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

[Recipient's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Exercise of Stock Options

I hope this letter finds you well. I am writing to formally exercise my stock options granted under the [Name of Stock Option Plan] dated [Grant Date].

Please find the relevant details below:

- Option Grant Date: [Grant Date]
- Number of Options to Exercise: [Number of Options]
- Option Price: \$[Option Price]
- Total Exercise Price: \$[Total Exercise Price]

I have enclosed my payment for the total exercise price. Additionally, please let me know if there are any further steps or documentation required to complete this process.

Thank you for your attention to this matter. I look forward to your prompt confirmation of my stock option exercise.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]