

Dear Option Holder:

Please find enclosed a Form 3921, which provides certain information regarding the exercise of your incentive stock option (ISO) that occurred in 2019.

Form 3921 is intended to provide you with the information that you will need to complete your 2019 tax return. For example, the exercise of your ISO in 2019 could require you to pay alternative minimum tax (AMT) depending upon your personal tax situation and the difference between the fair market value of the shares at the time of exercise and the exercise price of the shares (the spread). You may also need this information to determine your tax liability when you ultimately sell or otherwise dispose of your ISO shares (e.g., by gift).

Because the specific federal, state and local tax consequences of exercising an ISO and selling ISO shares for any particular taxpayer depend upon the taxpayer's individual circumstances, we recommend that you consult with your personal tax adviser regarding the tax consequences related to the exercise of your ISO and sale of your ISO shares.

If you have further questions regarding the details of your ISO exercise and/or sale of shares from ISO exercises, you may contact our stock administrator at **[INSERT CONTACT INFO, E.G., PHONE NUMBER, EMAIL OR WEB ADDRESS]**.

Best Regards,

[INSERT COMPANY NAME]