

[Company Letterhead]

[Date]

[Transfer Agent Name]

[Contact Person/Department]

[Address]

[City, State, Zip Code]

RE: Letter of Instruction - Reverse Stock Split for [Company Name]

Dear [Contact Name],

This letter serves as formal instruction for [Transfer Agent Name] to effect a reverse stock split of the Common Stock of [Company Name] (the "Company").

The terms of the reverse stock split are as follows:

- **Split Ratio:** [e.g., 1-for-10]
- **Record Date:** [Date]
- **Effective Date:** [Date]
- **CUSIP Number (Old):** [Old CUSIP]
- **CUSIP Number (New):** [New CUSIP]
- **Treatment of Fractional Shares:** [e.g., Rounded up to the nearest whole share / Paid out in cash / Cancelled]

Pursuant to the authorization by the Board of Directors and Shareholders, please perform the following actions:

1. Adjust the shareholdings of all registered stockholders of record as of the Effective Date according to the Split Ratio.
2. Exchange all outstanding physical certificates (if applicable) for new certificates or book-entry positions representing the post-split shares.
3. Coordinate with the Depository Trust Company (DTC) to ensure the timely adjustment of positions held in street name.
4. Issue and distribute a Notice of Reverse Stock Split to all registered shareholders.

Enclosed please find the following supporting documentation:

- Certified copy of the Board Resolution authorizing the split.
- Certified copy of the Certificate of Amendment to the Articles of Incorporation.
- [List any other required documents].

Please confirm receipt of these instructions and provide a timeline for the completion of the processing. Should you have any questions, please contact [Name] at [Phone Number] or [Email].

Sincerely,

[Signature]

[Printed Name]

[Title, e.g., CEO/CFO/Corporate Secretary]

[Company Name]