

[Your Name/Entity Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Transfer Agent Name]

[Transfer Agent Department, e.g., Shareholder Services]

[Address]

[City, State, Zip Code]

## **RE: Irrevocable Letter of Instruction - Conversion of Preferred Stock**

To Whom It May Concern:

This letter serves as a formal instruction to convert shares of Preferred Stock held by the undersigned in [Name of Issuing Corporation] (the "Company") into shares of the Company's Common Stock.

### **Shareholder Account Details:**

Account Name: [Exact Name on Stock Certificate/Account]

Account Number: [Account Number]

Taxpayer ID/SSN: [Last 4 Digits or Full ID]

### **Conversion Details:**

Class of Preferred Stock: [e.g., Series A Preferred Stock]

Number of Shares to Convert: [Number of Shares] shares

Certificate Number(s) (if held in physical form): [Certificate Numbers]

Please process this conversion in accordance with the terms and conversion ratios set forth in the Company's Articles of Incorporation. Please issue the resulting shares of Common Stock as follows:

### **Issuance Instructions:**

Issue via Book Entry (Electronic)

Issue Physical Certificate

Delivery Address (if different from above): [Full Delivery Address]

Enclosed herewith are the original stock certificates (if applicable) and the completed Notice of Conversion. Please contact me at [Phone Number] if you require additional documentation or have questions regarding this request.

Sincerely,

---

[Authorized Signature]

---

[Printed Name and Title]

**Medallion Signature Guarantee (if required by Transfer Agent):**

[Place Medallion Stamp Here]