

# SAMPLE

U.S. Enrollment - Payroll Deduction Election

May 30, 20XX

JOHN SAMPLE  
123 ANY STREET  
ANYTOWN, MA 00000

RE: THETA PLAN

Confirm # XXXXXXXXXXXXX

Dear JOHN SAMPLE,

We recently received a request to set up your enrollment payroll deduction election in your Employee Stock Purchase Plan. The transaction was requested on May 29, 20XX. Here are details of the transaction.

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**OFFERING PERIOD:**

07/01/20XX-9/30/20XX

**PAYROLL DEDUCTION ELECTION:**

1.00%

Your Plan provides for automatic re-enrollment for any future offering periods at the same payroll deduction election. If you do not wish to participate in subsequent offering periods you must suspend your payroll deduction amount.

THIS PAYROLL DEDUCTION ELECTION WAS REQUESTED THROUGH AN AUTOMATIC RE-ENROLLMENT.

PLEASE RETAIN THIS CONFIRMATION FOR YOUR RECORDS.

If you have any questions, please contact a Stock Plan Services representative at 1-800-544-9354.

Sincerely,

Fidelity Brokerage Services LLC

<Important Information Disclosures - TBD>