

VALIC

THE VARIABLE ANNUITY LIFE INSURANCE COMPANY
P.O. Box 15848
Amarillo, TX 79105

May 21, 2010

TRACY KINN
[REDACTED]

Re: Charles Mati

Account Number: [REDACTED]

Dear TRACY KINN :

Please accept our condolences on the death of Charles Mati. We have enclosed a Death Claim Form for your completion. Please read the Information and Instruction pages carefully before completing this form. To ensure accurate and prompt processing of your request, please complete the sections noted below:

Personal Information: Please provide the requested information for the participant and the beneficiary.

Beneficiary Election: Please choose one of the options listed. Details about each of the options are offered in the Information and Instruction pages.

Withholding Election: Please read the Information and Instructions pages for the specific tax information which applies to the Beneficiary election you have chosen and indicate your state and federal tax withholding instructions.

Signature: We need you to sign and date this form before we may begin processing your request.

We must also receive an original Death Certificate (not a copy) before we can begin processing this request.

Please return the completed form and original Death Certificate to us in the enclosed return envelope. Once we receive these items, your claim will take about three weeks to process. If a lump sum amount is elected, a check will be mailed directly to your home address, unless you request otherwise. Due to the complexity of death claim disbursements from annuities, you may wish to secure advice from your tax advisor.