

8/1/2013

**Member**  
**1238 Main Street**  
**Anywhere, VA 12345**

**Dear, Member,**

The Company payroll records contain the following information which will determine your eligibility to participate in the distribution of equity (i.e. common stock), as well as the number of shares you are entitled to. Note that a "Yes" indication to either 1 or 2 below means that you are entitled to a distribution; "No" to both 1 and 2 below indicates that you are not entitled to a distribution. Please check the accuracy of the information:

1. **You are eligible** for a distribution because you have met the following conditions: **Yes**
  - In a TWU-represented craft/class and on payroll or approved leave on 11/29/11 and 7/26/13
  - Did not accept a voluntary early-out or stand-in stead position
2. **You are eligible** for a distribution because you have met one of the following Special Exceptions during the period from 11/29/11 to 7/26/13: **NA**
  - Furloughed with recall rights
  - Recalled from furlough
  - Terminated and reinstated
  - Returned to a TWU-represented position following a temporary management assignment (less than 6 months)
  - Deceased
  - Injured on duty and employment ended after 5 years on IDLOA
3. Classification on 11/29/11: **AMT**
4. Straight time "all-in" rate as of 11/29/11: **32.75**
5. Years of service as of 11/29/11 with American Airlines in a TWU represented craft/class: **8**
6. Full-time or Part-time on 11/29/11: **Full**

If you believe the above information is accurate, no further action on your part is required at this time. If you believe the above information is incorrect, please refer to the enclosed appeal procedure.

Sincerely,  
The TWU Equity Distribution Plan Committee