

**This sample cover letter is appropriate for use by a plan that default invests participant contributions into TIAA-CREF Lifecycle Funds, the plan's default investment option. This letter is mailed with the Annual QDIA Notice to participants whose accumulations and contributions are being defaulted invested.**

## Letter

Dear [Employee name]:

**Important information about the  
[institution name] [plan name].**

You are receiving this letter to inform you how your contributions under the [institution name] [plan name] are being invested and how they will continue to be invested if you do not provide or update your investment instructions.

### **Please take note of the following:**

- TIAA-CREF is the investment provider for your plan contributions.
- Your plan contributions are being automatically invested in a TIAA-CREF Lifecycle Fund selected for you based on your projected retirement date. Each TIAA-CREF Lifecycle Fund provides a ready-made diversified portfolio using TIAA-CREF mutual funds as underlying investments, which include stocks and fixed income. Each Lifecycle Fund's investments automatically adjust from a more aggressive to a more conservative allocation as your target retirement date approaches.
- You have the option to change the way your contributions are invested at any time. If you would prefer to choose an investment other than a TIAA-CREF Lifecycle Fund for your future contributions, no fees or expenses will apply to that transfer. For information about the investment options available under the plan, please refer to the enrollment materials you received or contact [HR/Benefits contact info] or call TIAA-CREF at 800 842-2776.

### **Please read the attached notice carefully for details.**

If you have any questions or need assistance, please contact [HR/Benefits contact info] or call TIAA-CREF at 800 842-2776.

Sincerely,

[Name]

[Title]