

[Date]

[Name of Expert Witness/Accounting Firm]

[Address]

[City, State, Zip Code]

Re: Letter of Instruction - Lost Profits Calculation for [Case Name/Reference Number]

Dear [Expert Name],

This letter serves as your formal instruction to perform a financial analysis and calculate the lost profits sustained by [Plaintiff Name] resulting from [Brief Description of Incident/Breach of Contract].

Specifically, we request that you perform the following tasks:

- **Determination of Liability Period:** Identify and analyze the relevant damage period beginning [Start Date] through [End Date/Present].
- **Revenue Projection:** Estimate the "but-for" revenue that [Plaintiff Name] would have earned had the damaging event not occurred.
- **Variable Cost Analysis:** Identify and subtract the incremental expenses that would have been incurred to achieve the projected revenue.
- **Mitigation Assessment:** Evaluate any steps taken by [Plaintiff Name] to mitigate losses and account for these in your final calculation.
- **Discounting:** Apply the appropriate discount rate to bring future lost profits to present value, if applicable.

Documentation:

We have enclosed the following documents for your review: [List documents, e.g., Tax returns, Financial statements, Contracts, Industry reports].

Deliverables:

Please provide a preliminary draft of your findings by [Date]. Your final signed expert report must be completed by [Date] and must comply with [Federal/State] Rule of Evidence [Rule Number].

All communications regarding this matter are to be directed to [Lead Attorney Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Law Firm]

[Your Title]