

Date: [Insert Date]

To: [Expert Name/Firm Name]

[Address]

[City, State, Zip Code]

RE: Letter of Instruction - Economic Damages Analysis

Plaintiff: [Plaintiff Name]

Case Number: [Case Number]

Date of Incident: [Date of Injury]

Dear [Expert Name],

This letter serves as your formal instruction to perform a forensic economic evaluation regarding the financial losses sustained by [Plaintiff Name] as a result of the injuries occurring on [Date of Incident].

1. Scope of Work

Please calculate the following economic damages:

- Past and future loss of earnings and earning capacity.
- Past and future loss of household services.
- Value of past and future medical expenses (based on Life Care Plan provided).
- Loss of employment benefits (pension, health insurance, etc.).

2. Specific Assumptions

For the purpose of your report, please assume the following:

- **Work Life Expectancy:** Assume retirement at age [Age].
- **Growth Rates:** Apply standard inflationary and productivity adjustments.
- **Discount Rate:** Please use a net discount rate consistent with [State/Jurisdiction] law.

3. Provided Documentation

Enclosed are the following records for your review:

- Tax returns for the years [Years].
- W-2 forms and pay stubs.
- Vocational Rehabilitation Report dated [Date].
- Life Care Plan dated [Date].
- Social Security earnings history.

4. Deadlines

A preliminary draft of your findings is requested by [Date]. The final Rule 26 expert report (if applicable) must be completed by [Expert Designation Deadline].

5. Communication

All communications and draft reports should be directed to my attention. Please do not finalize the report until we have discussed your preliminary calculations.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Phone Number]