

[Date]

[Expert Name/Accounting Firm]

[Address]

[City, State, Zip Code]

Re: Letter of Instruction for Financial Analysis - Breach of Contract [Case Name/Reference Number]

Dear [Expert Name],

This letter serves as your formal instruction to conduct a comprehensive financial analysis regarding a breach of contract between [Plaintiff Name] and [Defendant Name].

1. Scope of Work

Your analysis should focus on the following objectives:

- Identify and quantify total financial losses incurred as a direct result of the breach.
- Calculate lost profits from [Start Date] to [End Date].
- Evaluate incidental or consequential damages resulting from the non-performance.
- Assess any mitigation efforts undertaken by the claimant.

2. Documentation and Data

To assist in your analysis, the following documents are enclosed:

- The original executed contract dated [Date].
- Financial statements and tax returns for the years [Year] to [Year].
- Correspondence regarding the breach and notice of default.
- [Additional relevant documents].

3. Reporting Requirements

Please provide a detailed written report including:

- A summary of your methodology and assumptions used.
- A detailed breakdown of the damage calculations.
- A list of all documents and data sources relied upon.
- Your professional curriculum vitae.

4. Timeline

We request a preliminary draft of your findings by [Date]. The final signed report is required no later than [Date].

Please confirm receipt of this letter and your ability to meet the requested timeline. All work performed and communications regarding this matter must be kept strictly confidential.

Sincerely,

[Your Name]
[Your Title/Company]
[Contact Information]