Date: [Insert Date]

To:
[Name of Actuary/Firm]
[Address Line 1]
[Address Line 2]

Subject: Instruction for Pension Scheme Valuation - Project [Insert Project Name/Target Company]

Dear [Name of Contact],

We are currently engaged in due diligence regarding a potential corporate merger involving [Target Company Name]. We require your formal actuarial services to assess the pension liabilities and risks associated with this transaction.

Please perform a comprehensive valuation of the following pension schemes: [Insert Scheme Names]. Your analysis should include, but is not limited to:

- Review of the most recent actuarial valuation and funding statements.
- Assessment of the current funding position on both a "going concern" and "solvency" (buy-out) basis.
- Analysis of the impact of the proposed merger on the employer covenant.
- Identification of any "Section 75" debt triggers or significant exit liabilities.
- Evaluation of investment strategies, deficit recovery plans, and contribution requirements.
- Review of any guarantees, charges, or contingent assets currently in place.

Key Deadlines:
A preliminary report is required by [Date]. The final due diligence report must be delivered by [Date].

Confidentiality:
All information provided and the resulting report are strictly confidential and subject to the Non-Disclosure Agreement dated [Date].

Please confirm your receipt of these instructions and provide an estimate of your fees for this engagement.

Yours sincerely,

[Your Name]
[Your Title]
[Your Company]