[Your Company/Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Actuarial Firm Name]
[Attn: Lead Actuary]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Re: Formal Instruction for Pension Plan Valuation - [Debtor Name] - Case No. [Case Number]

Dear [Name of Actuary],

We represent [Debtor Name], currently a debtor-in-possession in proceedings under Chapter 11 of the U.S. Bankruptcy Code. We are formally engaging you to provide actuarial services and a valuation of the [Name of Pension Plan] (the "Plan").

The primary objective of this engagement is to determine the Plan's liabilities and funding status to assist in the development of the Disclosure Statement and Plan of Reorganization. Specifically, you are instructed to perform the following:

- **Valuation of Claims:** Calculate the unfunded benefit liabilities as of the Petition Date ([Date]) and the projected Effective Date of the Plan of Reorganization.
- **Minimum Funding Requirements:** Project required contributions under ERISA and the Internal Revenue Code during the pendency of the bankruptcy.
- **PBGC Analysis:** Calculate the estimated liability on a termination basis, including potential claims by the Pension Benefit Guaranty Corporation (PBGC) for unfunded priority and non-priority benefits.
- **Sensitivity Analysis:** Provide calculations based on varying discount rates and mortality assumptions as required for bankruptcy court testimony.
- **Expert Testimony:** Be prepared to provide declarations or expert witness testimony regarding your findings at the Confirmation Hearing.

Please ensure all reports are prepared in compliance with Actuarial Standards of Practice (ASOPs). This engagement is subject to the confidentiality requirements of the bankruptcy estate. All work product should be delivered to [Legal Counsel Name] to maintain attorney-client privilege where applicable.

Please acknowledge receipt of these instructions and provide a projected timeline for the initial draft report.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Role]