[Date]

[Actuary Name]
[Company Name]
[Address]
[City, State, Zip Code]

Re: Instruction for Pension Valuation - [Plaintiff Name] v. [Defendant Name]

Dear [Actuary Name],

We represent the plaintiff in a wrongful termination matter and require your formal valuation of the pension benefits lost as a result of the termination of employment.

1. Background Information:
The plaintiff was terminated on [Date of Termination]. But for the termination, the plaintiff would have likely remained employed until [Projected Retirement Date].

2. Scope of Work:
Please calculate the present value of the following:

- The loss of future employer contributions to the [Name of Pension Plan].
- The loss of defined benefit accruals from the date of termination to the projected retirement date.
- The difference between the value of the pension if employment had continued versus the value of the "frozen" benefit at termination.

3. Assumptions to be Used:

- **Discount Rate:** [Insert percentage or "Current Market Rates"]
- **Mortality Table:** [Insert specific table, e.g., CPM-2014]
- **Salary Growth:** [Insert percentage] per annum.
- **Tax Treatment:** [Specify if calculations should be gross or net of tax].

4. Documentation Provided:
Attached are the following documents to assist your calculation:

- Pension Plan Summary Plan Description (SPD).
- The plaintiff's most recent annual pension statement.
- History of earnings and years of service records.

5. Timeline:
We require your preliminary report by [Date] and your final signed actuarial certificate by [Date].

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

Sincerely,

[Your Name]
[Your Law Firm]
[Phone Number]
[Email Address]