[Your Name/Law Firm Name]
[Address Line 1]
[Address Line 2]
[Date]

[Actuary Name]
[Firm Name]
[Address Line 1]
[Address Line 2]

RE: [Claimant Name] vs. [Respondent/Defendant Name]
Subject: Formal Instructions for Pension Valuation and Loss of Earning Capacity

Dear [Actuary Name],

We represent the [Plaintiff/Claimant] in a claim for damages arising from [Nature of Incident, e.g., personal injury/wrongful dismissal] which occurred on [Date of Incident].

We require a formal actuarial report to determine the capitalised value of the loss of pension benefits and future earning capacity. Please provide your assessment based on the following information:

1. Personal Details

- Full Name: [Claimant Name]
- Date of Birth: [Date]
- Normal Retirement Age: [Age]

2. Employment and Pension Data

- Pre-Incident Earnings: [Amount] per [Year/Month]
- Post-Incident Earnings (if any): [Amount] per [Year/Month]
- Pension Scheme Type: [Defined Benefit / Defined Contribution]
- Employer Contribution Rate: [Percentage/Amount]
- Employee Contribution Rate: [Percentage/Amount]

3. Specific Instructions

Please calculate the following:

- The "But For" Scenario: The value of the pension and earnings had the incident not occurred.
- The "But Now" Scenario: The value of the pension and earnings considering the claimant's current medical and employment status.
- The Net Capitalised Loss: The difference between the above scenarios, adjusted for contingencies and mortality.

4. Assumptions and Methodology

Please apply the standard [Name of Actuarial Tables/Discount Rates, e.g., Ogden Tables] applicable in this jurisdiction. If you depart from these standards, please provide a detailed justification.

5. Documentation Attached

- Medical Reports detailing life expectancy or work capacity.
- Employment Contracts and Pay Slips.
- Pension Benefit Statements.

Please provide your fee estimate and expected timeline for the completion of this report. We look forward to receiving your analysis.

Yours sincerely,

[Your Signature]
[Your Printed Name]