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

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

RE: Instruction for Pension Valuation - Dissolution of [Partnership Name]

Dear [Actuary Name],

We are writing to formally instruct you to provide an actuarial valuation of the pension interests held by the partners of **[Partnership Name]** in connection with the formal dissolution of the business partnership.

The purpose of this report is to determine the fair value of the pension assets to facilitate an equitable distribution between the following parties:

- **Partner A:** [Full Name], DOB: [Date], Pension Scheme: [Scheme Name/Ref]
- **Partner B:** [Full Name], DOB: [Date], Pension Scheme: [Scheme Name/Ref]

Scope of Work:

1. Calculate the current Cash Equivalent Value (CEV) of all identified pension rights.
2. Provide a comparison of the projected retirement benefits for each partner.
3. Calculate the necessary offset sum required to achieve an equal distribution of pension income or capital value (as specified by the dissolution agreement).
4. Assess any tax implications or lifetime allowance issues relevant to the transfer of these assets.

Key Dates:

- **Valuation Date:** [Insert Date, e.g., Date of Partnership Termination]
- **Report Deadline:** [Insert Date]

Attached are the relevant pension statements and the partnership agreement for your review. Please confirm your receipt of these instructions and provide an estimate of your fees before proceeding.

Yours sincerely,

[Signature]
[Typed Name]
[Title/Position]