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

[Date]

[Actuary Name/Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

RE: Actuarial Valuation of Pension Benefits - [Deceased Name], Deceased

Dear [Actuary Name],

I am writing to formally retain your services to provide an actuarial valuation of the loss of pension benefits resulting from the wrongful death of [Deceased Name] on [Date of Death]. This report is required to determine the survivor benefits and financial loss sustained by the beneficiaries: [Survivor Name(s)].

Please perform a calculation of the present value of the following:

- The pension benefits the deceased would have accrued had they remained employed until their projected retirement date of [Date].
- The value of employer contributions to the pension fund.
- The loss of any surviving spouse annuity or death benefits specifically triggered by the wrongful death.
- The difference between the actual survivor benefits currently being received and the benefits that would have been available but for the premature death.

For your analysis, I have enclosed the following documentation:

- Deceased's Date of Birth and Social Security Number.
- Employment records and most recent Pay Stubs.
- Pension Plan Summary Plan Description (SPD) and Annual Benefit Statements.
- Beneficiary Date of Birth and relationship to the deceased.
- [List any other relevant documents, e.g., Collective Bargaining Agreements].

In your report, please clearly state the discount rates, mortality tables, and inflation assumptions used in your calculations. We require the final report by [Deadline Date].

Please provide an initial estimate of your fees for this valuation. If you require further information, please contact my office immediately.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]