[Date]

[Actuary Name]
[Actuarial Firm Name]
[Address]
[City, State, Zip Code]

RE: Instruction for Pension Valuation - Executive Deferred Compensation Plans

Dear [Actuary Name],

This letter serves as a formal instruction for [Firm Name] to perform an actuarial valuation of the Executive Deferred Compensation Plans for [Company Name] as of [Valuation Date].

Please provide the following calculations and reports:

- **Present Value Calculations:** Determine the present value of accumulated benefits for each participant listed in the attached census data.
- **Accounting Disclosures:** Provide the necessary figures for financial reporting in accordance with [ASC 715 / IAS 19 / Other Accounting Standard].
- **Funding Requirements:** Calculate the recommended contribution levels to meet projected future liabilities.
- **Sensitivity Analysis:** Provide a breakdown of how changes in the discount rate (by +/- 0.5% and 1%) impact the total liability.

The valuation should be based on the following parameters:

- **Census Data:** Attached file containing participant names, birth dates, hire dates, current compensation, and elective deferral amounts.
- **Plan Documents:** Please refer to the plan documents previously provided regarding vesting schedules and distribution triggers.
- **Economic Assumptions:** Use a discount rate of [Percentage]% and a salary projection rate of [Percentage]%, unless your analysis suggests an alternative is more appropriate for current market conditions.
- **Mortality Table:** Use the [Specify Table, e.g., Pri-2012] mortality table.

We request the draft report by [Deadline Date] for our internal review. Finalized results are required no later than [Final Deadline Date].

Please confirm receipt of these instructions and provide an estimate of the professional fees associated with this project.

Sincerely,

[Signature]
[Name]

[Title]
[Company Name]