

SAMPLE LETTER OF INSTRUCTION

Actuaries for Lawyers
24 Victoria Street
Wetherby
LS22 6RE

Dear Sirs

Pensions on Divorce

We act for Mrs X and YZ Solicitors act for Mr X in divorce proceedings. Mrs X's date of birth is ??? and Mr X's date of birth is ???.

You are instructed as a single joint expert to report on the pension rights of Mr and Mrs X.

We should like you to prepare a Report regarding Mr and Mrs X's pension rights and advise on the following: -

1. An analysis of the current pension rights of the parties,
2. A summary of the options available to the parties for settlement,
3. Calculations of **the Pension Sharing Order required to achieve equality of pension income for the parties in respect of pension rights earned to date,**
4. **<Insert any other requirements>**,
5. Anything else that you consider relevant.

We should like you to assume that each party will retire at **<insert age>** and to make the standard assumption that accrued rights in pension schemes will increase in line with statutory revaluation even where the member is still in service.

Please consider the following pension rights of the parties: -

We require the Report for **the Financial Disputes Resolution** on **<<date>>**.

Your fee of £??? plus VAT is agreed. / Please confirm your fee before commencement of work.

Yours sincerely

Firm of Solicitors