

Sustainability Assurance Engagement for Carbon Footprint Analysis

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to confirm our understanding of the engagement to provide assurance services for your sustainability report, specifically focusing on the carbon footprint analysis for [Insert Year/Period].

This letter serves as our engagement agreement and outlines the scope, objectives, and responsibilities of our work.

Scope of the Engagement

Our procedures will include:

- Reviewing your carbon footprint calculation methodology.
- Verifying the accuracy of data used in the carbon footprint analysis.
- Assessing the reporting process for transparency and compliance.

Responsibilities

We will be responsible for:

- Conducting the assurance process in accordance with [Applicable Standards].
- Providing a report on our findings.

Your responsibilities will include:

- Providing access to necessary data and documentation.
- Ensuring that all relevant information is disclosed to us.

Timeline

The engagement is expected to commence on [Start Date] and conclude by [End Date].

Fees

The estimated fee for this engagement is [Insert Fee], which will be billed in accordance with our standard billing practices.

We appreciate the opportunity to work with you on this important initiative. Please confirm your acceptance of this engagement by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]

Acceptance

I, [Client Name], confirm the engagement details as outlined above.

Signature: _____ Date: _____