

Sustainability Assurance Engagement Letter

[Your Company's Letterhead]

[Date]

[Client's Name]

[Client's Title]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Engagement for Sustainability Assurance Services

We are pleased to confirm our understanding of the arrangements for our engagement to provide assurance services regarding [Client's Company Name]'s corporate social responsibility (CSR) reporting for the fiscal year ended [Fiscal Year End]. Our examination will be conducted in accordance with [Applicable Standards] and will cover the following areas:

- Evaluation of sustainability practices and policies
- Review of data and information related to CSR initiatives
- Assessment of stakeholder engagement processes

The objective of our engagement is to provide limited assurance on the sustainability information presented in your CSR report for the year ended [Fiscal Year End]. Our report will be addressed to [relevant stakeholders], and will be issued in accordance with the agreed-upon timeline.

We will require access to relevant documentation and personnel throughout the duration of the engagement. Please confirm your acceptance of this engagement by signing and returning the enclosed copy of this letter.

We appreciate the opportunity to work with [Client's Company Name] and look forward to contributing to your commitment to sustainability and corporate social responsibility.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Enclosure: Engagement Acceptance