

# Sustainability Assurance Engagement Letter

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Position]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

## **Subject: Sustainability Assurance Engagement**

Dear [Client's Name],

We are pleased to confirm our understanding of the sustainability assurance engagement we will be undertaking for [Client's Company Name]. Our goal is to provide assurance over your corporate sustainability strategies as outlined in your sustainability report for the year ending [date].

The purpose of this engagement is to evaluate the reliability of the information provided and to assess the adequacy of processes you have in place to ensure accountability in your sustainability initiatives.

The scope of our engagement will include:

- Review of the sustainability data and metrics reported.
- Assessment of adherence to sustainability standards and guidelines.
- Evaluation of risk management related to sustainability objectives.
- Recommendations for improvements in data collection and reporting processes.

Please find enclosed our terms of engagement, including details on fees and timelines. We look forward to working closely with you and your team to support your sustainability efforts.

If you have any questions or require further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]