

Sustainability Assurance Engagement Letter

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 regarding your environmental, social, and governance (ESG) compliance. This letter outlines our approach and the scope of our engagement.

1. Objectives

The objective of this engagement is to provide assurance that your ESG disclosures are accurate, complete, and compliant with relevant frameworks and standards.

2. Scope of Work

- Review of ESG policies and procedures.
- Verification of data and information regarding ESG performance.
- Interviews with key personnel involved in ESG initiatives.
- Assessment of compliance with applicable regulations and frameworks.

3. Responsibilities

Your management is responsible for the creation and integrity of the ESG information provided, including maintaining adequate records and systems.

4. Reporting

Upon completion of our procedures, we will prepare an assurance report detailing our findings and any recommendations for improvement.

5. Fees

Our fees for this engagement will be [Insert Fee Structure].

If the terms outlined in this letter are acceptable, please sign and return a copy of this letter by [Insert Return Date]. We look forward to working with you on this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

Agreed and accepted by:

[Client Name & Title]