

Letter of Engagement for Sustainability Assurance

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to confirm our engagement to provide sustainability assurance services for [Client's Organization Name] in relation to your impact measurement and reporting for the period ending [Insert Date]. Our team will evaluate the effectiveness and reliability of your sustainability claims and reporting in accordance with recognized standards.

Scope of Our Services

Our assurance services will include the following:

- Review of sustainability reports and related documentation.
- Assessment of data collection processes and methodologies.
- Evaluation of impact measurement frameworks.
- Preparation of an assurance statement reflecting our findings.

Responsibilities of the Parties

It is the responsibility of [Client's Organization Name] to provide us with access to relevant information and documentation needed for our assurance procedures. We will provide our services in accordance with applicable professional standards.

Fees and Payment Terms

The fee for the engagement will be [Insert Fee]. Invoices will be issued [Monthly/Upon Completion] and are payable within [Insert Payment Terms].

Confidentiality

We assure you that all information obtained during the course of our engagement will remain confidential.

If you agree to the terms of this engagement, please sign and return a copy of this letter. We look forward to working with you on this important project.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Contact Information]

Agreed and Accepted:

[Client's Name] _____ Date: _____