

# Engagement Letter for Sustainability Assurance

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip]

Dear [Client's Name],

We are pleased to confirm our engagement to provide sustainability assurance services for your renewable energy projects, specifically focusing on [specify the projects or initiatives]. Our objective is to enhance the credibility of your sustainability reporting and to ensure that your commitment to sustainability is effectively communicated to your stakeholders.

## Scope of Work

Our assurance services will include, but are not limited to:

- Review of data collection processes related to energy generation and carbon emissions.
- Assessment of compliance with international sustainability standards.
- Evaluation of the effectiveness of sustainability initiatives implemented.

## Responsibility

Your management is responsible for the preparation and presentation of the sustainability data and information in accordance with applicable standards.

## Deliverables

Upon completion of the assurance engagement, we will provide you with:

- A detailed report outlining our findings.
- Recommendations for improving sustainability performance.
- An assurance statement for inclusion in your annual sustainability report.

## Fees and Payment

The total estimated fee for our services is [insert fee], payable as follows: [insert payment terms].

We appreciate the opportunity to work with you on this important initiative and look forward to your confirmation to proceed.

Yours sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]