

# Letter of Engagement for Sustainability Assurance

Date: [Insert Date]

To: [Stakeholder's Name]

[Stakeholder's Address]

Dear [Stakeholder's Name],

We are pleased to confirm our engagement to provide sustainability assurance services for [Company Name] for the period ending [Insert Period]. Our aim is to enhance transparency and accountability in your sustainability reporting, thereby fostering trust and bolstering stakeholder confidence.

Scope of Work:

- Review of sustainability practices and policies
- Assessment of sustainability data and reporting processes
- Verification of sustainability targets and achievements
- Preparation of an assurance statement outlining our findings

Our approach will involve:

1. Stakeholder interviews to gather insights
2. Data verification through sampling methods
3. Analysis of sustainability impacts and performance

We believe that this engagement will provide valuable insights and recommendations that will help [Company Name] enhance its sustainability performance and improve stakeholder communication.

We look forward to collaborating with you on this important initiative. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]