

Engagement Letter for Sustainability Assurance

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to confirm our agreement to provide sustainability assurance services related to your sustainable supply chain practices for the period ending [Insert Date]. The purpose of this engagement is to verify the reliability of information presented in your sustainability report, specifically regarding your supply chain sustainability initiatives.

Scope of Work:

- Review of documentation related to supply chain sustainability practices.
- Interviews with key personnel involved in sustainability efforts.
- Site visits to selected suppliers for on-the-ground evaluation.
- Assessment of compliance with relevant sustainability standards.

Assurance Levels:

We will provide a reasonable assurance opinion on the information presented in your sustainability report, including recommendations for areas of improvement.

Deliverables:

- A detailed report outlining our findings and recommendations.
- Presentation of results to key stakeholders.

This engagement will be performed in accordance with the applicable standards for sustainability assurance. Please review this letter and confirm your acceptance by signing and returning it to us.

We look forward to working with you to enhance the transparency and integrity of your sustainability practices.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Accepted by:

[Client's Name]

Title: _____

Date: _____