

Date: [Insert Date]

To: [Authorized Representative Name]

[Company Name]

[Company Address]

Subject: Notice of Mandatory Carbon Market Compliance Assessment

Dear [Recipient Name],

This letter serves as formal notification that [Company Name] is required to undergo a compliance assessment under the [Insert Name of Regulation/Carbon Market Act]. Our records indicate that your facility/organization meets the mandatory reporting thresholds for greenhouse gas emissions for the current compliance period.

Assessment Details:

- **Compliance Period:** [Start Date] to [End Date]
- **Reporting Deadline:** [Insert Date]
- **Verification Requirement:** [Internal Review / Third-Party Verification]

To ensure compliance, you are required to submit the following documentation via the [Insert Portal Name] by the deadline stated above:

1. Verified Annual Emissions Report (AER).
2. Evidence of surrendered carbon credits or allowances (if applicable).
3. Monitoring and methodology plan documentation.

Failure to complete this assessment or meet the minimum compliance obligations may result in administrative penalties, fines, or loss of operating permits as outlined in [Insert Section/Article of Regulation].

If you have questions regarding the assessment criteria or the submission process, please contact the [Insert Department Name] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name]

[Your Title]

[Regulatory Authority / Department Name]