

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Project Developer Name]
[Project Developer Address]
[City, State, Zip Code]

RE: Due Diligence Inquiry for [Carbon Project Name]

Dear [Contact Person Name],

We are currently evaluating the [Project Name] for potential carbon offset procurement or investment. To complete our internal due diligence process, we kindly request the following documentation and information regarding the project:

1. Project Documentation

Please provide the Project Design Document (PDD), recent monitoring reports, and the most recent verification report issued by the registry (e.g., Verra, Gold Standard, ACR).

2. Additionality and Baseline

Detailed evidence supporting the project's additionality, including financial analysis or regulatory context demonstrating that the project would not have occurred without carbon finance.

3. Ownership and Legal Title

Proof of legal title to the carbon credits (units) and documentation confirming the project's right to use the land or implement the technology.

4. Social and Environmental Safeguards

Evidence of community consultation, stakeholder engagement logs, and any reports regarding co-benefits or environmental impact assessments.

5. Permanence and Leakage

Information regarding the project's risk buffer contribution and the specific measures in place to mitigate potential leakage and ensure the long-term permanence of carbon sequestration or avoidance.

Please submit these documents via [Email Address/Digital Data Room] by [Date]. If any of the requested information is proprietary, we are prepared to sign a Non-Disclosure Agreement (NDA) before receipt.

Thank you for your cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]