

Date: [Insert Date]

To: [Insert Contact Name/Management]

Company: [Insert Company Name]

Subject: Advisory Notice: Upcoming Emissions Trading Scheme (ETS) Compliance Audit

Dear [Insert Name],

This letter serves as formal notification regarding the upcoming verification audit of your installation's Annual Emissions Report (AER) for the reporting period [Insert Year], in accordance with the requirements of the [Insert Specific ETS Regulation, e.g., EU ETS / UK ETS].

1. Audit Objective

The primary objective of this audit is to verify the accuracy, completeness, and transparency of the reported CO2 emissions data and to ensure compliance with the approved Monitoring Plan (MP).

2. Audit Schedule

The audit process is scheduled as follows:

- Document Review: [Insert Date]
- Site Visit / Virtual Inspection: [Insert Date]
- Final Verification Report Issuance: [Insert Date]

3. Required Documentation

Please ensure the following records are available for review prior to the audit date:

- The approved Monitoring Plan and any recent amendments.
- Activity data records (e.g., fuel invoices, meter readings, weighbridge tickets).
- Calibration certificates for all relevant measurement instruments.
- Calculation spreadsheets and emission factor sources.
- Evidence of internal data quality control procedures.

4. Key Personnel

We request that the Environmental Manager and technical staff responsible for data collection be available for interviews during the site visit.

5. Next Steps

Please confirm receipt of this advisory by [Insert Date]. If there are any planned shutdowns or logistical constraints on the proposed dates, please notify us immediately to reschedule.

Failure to complete the verification process by the regulatory deadline of [Insert Deadline] may result in penalties or the suspension of your emissions allowances.

Sincerely,

[Your Name]
[Your Title/Company]
[Contact Information]