

[Date]

Lead Investor
Logo

[Senior stakeholder]
[Job title]
[Company address]

Dear [Senior Stakeholder]

Request to provide a response to the CDP Climate Change Questionnaire

We, the undersigned, strongly encourage your organization to provide the requested information to CDP through their questionnaire, which has a deadline of 27th July 2022. A partial response is preferable to no response and the reporting platform also provides an opportunity to explain any incomplete information.

As the world continues to recover from the impacts of the global pandemic and looks to build on the pledges of global leaders at COP26 - it is more important than ever to be aware of your environmental impacts, prepared for changing legislation, and adapting to ensure a sustainable future.

Interest from capital markets in assessing the impacts and risks related to climate change on, and by, our investments is greater than ever. Our beneficiaries hold legitimate interest in your company's financial health and future prosperity. For this reason, we believe it is crucial for all companies to address the environmental issues our society is facing seriously and to disclose not only how you are managing your carbon emissions in general, but also to describe the targets and strategies in place to reduce carbon emissions.

To assess our investment and lending portfolios, we are dependent on reliable and complete data from companies. In April your company received a request for informationⁱ, administered by CDP, on behalf of over [xx] investors globally. Having previously declined to respond to this request [#] investors, representing US [#] trillion in AUM, are directly signing this letter requesting you to disclose. The CDP reporting platform provides the financial services community with the most complete source of TCFD-aligned corporate environmental data in a consistent and comparable manner.

Reporting through CDP will also allow your company to better identify gaps in its reporting and current practices, as well as benchmark yourself against your peers. Corporate disclosure plays a vital role in achieving the transition to a net-zero economy and we urge our investee companies to get ahead of the curve.

As the world transitions to a net-zero economy and many national governments begin to adopt regulations around mandatory environmental disclosure, it is vital that [Organization] remains relevant and profitable over time. Many in your industry are already taking proactive steps – as nearly 8,000 companies have committed to halving emissions by 2030 through the Race to Zero and over 1,000 to setting science-based targets through the Business Ambition for 1.5 campaign.ⁱⁱ

While we recognize that transition plans and emissions disclosures may be released through company reports, progress must also be disclosed according to a scored, standardized and well recognized framework so it can be tracked and held to account by financial institutions.

The CDP Climate Change questionnaire is fully aligned with the Task Force on Climate-related Financial Disclosures' (TCFD)ⁱⁱⁱ recommendations. Responding to the CDP questionnaire will help both investors and your company manage environmental risks, and work towards becoming TCFD aligned.

We value your thoughts on this letter and would appreciate a response on [Organization]'s intention to respond to its investors' CDP Information Request. For more information on how to respond to CDP please contact your regional CDP representative found at the bottom of this letter. Further guidance can also be found on CDP's website.^{iv}

Sincerely,

[Lead investor name]

[Lead investor position], **[Lead investor organization]**

CC: [CDP Primary contact]

This letter is undersigned by:

[Co-signatory name 1]

[Co-signatory position 1]

[Co-signatory organization 1]

[Etc.]

[Etc.]

[Etc.]



For questions on how to respond contact CDP:

[CDP engagement officer name]

[CDP engagement officer email]

Or the CDP central support at respond@cdp.net

ⁱ You are asked to respond to the CDP Climate Change questionnaire. You may also have been asked to respond to the water and/or forests questionnaires.

ⁱⁱ <https://www.cdp.net/en/articles/companies/what-companies-should-take-away-from-cop26>

ⁱⁱⁱ The TCFD is a Financial Stability Board initiative to develop voluntary, consistent climate-related financial risk disclosures for use by companies in providing information to investors, lenders, insurers, and other stakeholders. Visit their website here: <https://www.fsb-tcfd.org/>

^{iv} <https://www.cdp.net/en/guidance/guidance-for-companies>