# Appendix D – Assurance letter template

An accredited agency may use this document as the template for its assurance letter or its own document.

Please ensure template is printed on the accredited agency’s letterhead.

[Insert Date]

[Insert full name of representative from the unaccredited agency]  
[Insert position of representative from the unaccredited agency]  
[Business Unit]  
[Department]

Dear [Insert name of procurement officer from unaccredited agency],

[Insert accredited agency’s name] is pleased to inform that we concur with the procurement plan submitted by [insert unaccredited agency’s name] for [insert name of project] on [insert date of submission].

[Insert accredited agency’s name] has reviewed your procurement plan and deems it compliant with the NSW Government Procurement Policy Framework and all other relevant policies and frameworks.

**[Delete if not required]** As a requirement of receiving this procurement assurance, we consider it necessary to impose the following conditions that your agency must comply with to assure this project is successfully delivered:

E.g. [insert unaccredited agency’s name] must engage [Insert accredited agency’s name] to support the management of contract variations above $X.

[Insert any other condition(s) deemed necessary by the accredited agency]

Failure to comply with the conditions listed above will result in the withdrawal of this letter of assurance.

Please note, [Insert accredited agency’s name] does not take any responsibility through the provision of this assurance for any failures by [insert unaccredited agency’s name] to deliver the procurement(s) and project detailed in your submission. Should you require any further information, please contact me on telephone [insert telephone number] or email [insert email].

Yours sincerely,

[Insert full name of representative from the accredited agency]  
[Insert position of representative from the accredited agency]  
[Business Unit]  
[Department]