

****CA Documents Verification Request Format****

****[Your Name]****

****[Your Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Phone Number]****

****[Date]****

****[CA Firm's Name]****

****[CA Firm's Address]****

****[City, State, Zip Code]****

Subject: Request for Documents Verification

Dear [CA's Name/Representative's Name],

I am writing to formally request the verification of certain documents relevant to my financial records. Below are the details of the documents that require verification:

1. ****Document Title/Description****: [Provide specific details]

- ****Document Date****: [Date]

- ****Document Number****: [Number]

2. ****Document Title/Description****: [Provide specific details]

- ****Document Date****: [Date]

- ****Document Number****: [Number]

****Purpose of Verification****: [Brief description of why verification is needed]

I appreciate your assistance with this matter and kindly request a confirmation of receipt of this request. Should you need any additional information, please do not hesitate to contact me.

Thank you for your prompt attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]
