

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Validation of CA Papers

I hope this letter finds you well.

I am writing to formally request the validation of my CA papers submitted for verification. Below are the details pertaining to my application:

- Full Name: [Your Full Name]
- Application/Student Number: [Your Application/Student Number]
- Date of Submission: [Date of Submission]
- Papers Submitted: [List of Papers]

I kindly ask you to review my submitted papers and confirm their validation at your earliest convenience.

Thank you very much for your assistance in this matter. Please feel free to contact me if you need any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]