

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

[Recipient Name]
[Organization/Institution Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Verification of CA Papers

Dear [Recipient Name],

I hope this message finds you well.

I am writing to request verification of my Chartered Accountant (CA) papers as part of my credential evaluation process. Below are the details of my CA qualification:

- Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Date of Completion: [Date of Completion]
- Examination Details: [List of Subjects/Papers]

I have attached copies of my CA certificate and mark sheets for your reference. Please let me know if you require any further information or documentation to facilitate this verification process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]