

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Request for Verification of CA Papers
I hope this letter finds you well. I am writing to formally request the verification of my Chartered Accountant (CA) papers. Below are the details pertinent to my request:
- **Name:** [Your Full Name]
- **Registration Number:** [Your Registration Number]
- **Date of Birth:** [Your Date of Birth]
- **Year of Examination:** [Year(s) of CA papers taken]
- **Subjects:** [List of subjects for which verification is requested]
I kindly request that you verify my examination results and provide a confirmation letter outlining the results and status of my papers. This information is essential for [state purpose, e.g., job application, further studies, etc.].
Please let me know if there are any fees or forms that need to be completed as part of this process. I appreciate your assistance and look forward to your prompt response.
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your CA Institute/Organization Name (if applicable)]
Enclosures: [List any documents you are including, if applicable]