

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

To,

The Examination Department  
[Institute/Organization Name]  
[Institute Address]  
[City, State, Zip Code]

Subject: Request for Verification of CA Papers

Dear Sir/Madam,

I hope this letter finds you in good health. I am [Your Name], a candidate who appeared for the Chartered Accountancy examinations held in [Month, Year]. My registration number is [Your Registration Number]. I am writing to formally request the verification of my examination papers for the following subjects:

1. [Subject 1]
2. [Subject 2]
3. [Subject 3]

I believe that a review of my papers will provide an accurate assessment of my performance, as I have concerns regarding my results. I kindly ask for your assistance in this matter and would appreciate a response at your earliest convenience.

Enclosed with this letter are copies of my examination results and [any other documents]. Please let me know if any further information or payment is required for the processing of my request.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Roll Number/Registration Number]