

[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Organization]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Verification of CA Documents

Dear [Recipient Name],

I am writing to formally verify the Chartered Accountant (CA) documents submitted by [Name of the Individual/Entity] for the purpose of [mention purpose, e.g., audit, compliance, etc.].

The enclosed documents include:

1. [List of documents, e.g., Certificate of Registration]
2. [List of documents, e.g., Copy of Audit Report]
3. [List of documents, e.g., Financial Statements]

We confirm that these documents have been reviewed and are in compliance with [mention any relevant standards or regulations]. Please feel free to contact us for any additional information or clarification needed.

Sincerely,

[Your Name]  
[Your Position]  
[Company/Organization Name]