

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

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

Dear [Recipient's Name],

Subject: Accreditation Verification for CA Paper

I hope this letter finds you well. I am writing to request the verification of my Chartered Accountancy paper accreditation. The details are as follows:

- Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Date of Examination: [Date of Examination]
- Paper Title: [Title of the Paper]

I would appreciate it if you could provide confirmation of the accreditation status at your earliest convenience. If you require further information or documentation, please let me know.

Thank you for your assistance.

Sincerely,  
[Your Name]