

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

[Recipient's Name]
[Recipient's Designation]
[Institution/Organization Name]
[Institution/Organization Address]
[City, State, ZIP Code]

Subject: Request for Verification of CA Papers

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the verification of my Chartered Accountant (CA) papers as part of the process for [mention the purpose, e.g., registration, further studies, etc.].

My details are as follows:

- Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Year of Completion: [Year]

I kindly request you to verify the documents at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]