

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

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Verification of Chartered Accountant Credentials

I am writing to request verification of the Chartered Accountant credentials for [CA's Full Name], who has been employed at [Company Name] from [Start Date] to [End Date] in the capacity of [Position/Title].

Please find attached the necessary documents required for the verification process. Your prompt assistance in verifying this information would be greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title] (if applicable)

[Your Company Name] (if applicable)