

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

Subject: Request for Verification of CA Papers

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the verification of my Chartered Accountancy papers. Below are my details for your reference:

- Full Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Examination Details: [Details of the Exams Taken - e.g., dates, subjects]

The verification is needed for [state the purpose, e.g., further studies, employment, etc.]. I kindly ask that you process my request at your earliest convenience and inform me if there are any associated fees or additional documents required.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)