

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

[Recipient's Name]
[Company/Organization Name]
[Office Address]
[City, State, Zip Code]

Subject: Verification of CA Certification

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request verification of my Chartered Accountant (CA) certification, which was issued by [Issuing Authority's Name] on [Date of Issue].

In order to proceed with [specific purpose, e.g., a job application, licensing requirement], I need to confirm the authenticity of my certification. The details of my certification are as follows:

- Name: [Your Full Name]
- CA Registration Number: [Your Registration Number]
- Date of Issue: [Date]
- Expiry Date (if applicable): [Date]

Please let me know if you require any further information or documentation to complete this verification process. I appreciate your assistance and prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

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