

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

The Exam Controller

[Institute Name]  
[Institute Address]  
[City, State, Zip Code]

Subject: Request for Papers Verification

Dear [Exam Controller's Name or "Sir/Madam"],

I hope this letter finds you well.

I am writing to request a verification of my exam papers for the [Specify the Exam Name, e.g., CA Final, CA Intermediate] held on [Exam Date]. My details are as follows:

- Name: [Your Full Name]
- Registration Number: [Your Registration Number]
- Roll Number: [Your Roll Number]
- Exam Center: [Exam Center Name]

I believe there might be discrepancies in my evaluation, and I would appreciate it if you could initiate a verification process for my papers. I have enclosed relevant documents, including a copy of my result and [any other supporting documents].

I understand that there may be a fee associated with this request, and I am willing to comply with any necessary procedures to facilitate this verification.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]