

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

[Recipient's Name]
[Recipient's Title]
[Organization/Institution Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Verification of CA Papers

I am writing to request the verification of my Chartered Accountant (CA) papers. Below are the details required for the verification process:

- **Full Name:** [Your Full Name]
- **Registration Number:** [Your Registration Number]
- **Examination Years:** [Year(s) of Examination]
- **Contact Information:** [Your Email and Phone Number]

I have attached copies of my CA papers along with any necessary identification documents. Please let me know if you require any additional information or documentation to facilitate the verification process.

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]