

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Subject: Verification Request for Chartered Accountant Credentials

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the verification of my Chartered Accountant (CA) credentials.

I am [Your Full Name], a qualified Chartered Accountant. My registration number is [Your Registration Number]. I completed my CA certification on [Date of Completion] from [Institution/Organization Name].

To facilitate the verification process, I have attached the necessary documents, including my CA certificate and identification.

I would appreciate your assistance in confirming the authenticity of my credentials at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any additional information.

Thank you for your attention to this matter.

Sincerely,

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