

Sample Letter for Applying Certified Copied of Answer Books

Date:

Place:

To,

The Joint Secretary (Exams)
The Institute of Chartered Accountants of India
ICAI Bhawan
Indraprastha Marg
New Delhi 110 002

Subject: Certified Copies of Answer Books

Sir,

I (Your Name) student of our Institute with Registration Number (Your ICAI Reg. No). I want to apply for Inspection of Certified Copies of below subjects of November 2018 CA (IPC / FINAL) Examinations.

Paper 1: Accounting

Paper 4: Taxation

I mentioned my full details on below.

Name:

Registration Number:

Exam Applied for: Nov 2018 CA IPCC/FINAL

Roll No:

Mobile:

Email:

Please accept my request of the above and send scanned copies to my email.

Thanks & Regards

XXXXXXXXXX

(Signature)