

**FORMAT OF LETTER FROM CHARTERED ACCOUNTANT FIRM WITH WHOM STUDENT IS  
PURSUING ARTICLESHIP (ON THEIR LETTER HEAD)**

Date: \_\_\_\_\_.

The Hon. Secretary  
RVG Educational Foundation  
57, Lallubhai Shamaldas Road  
Andheri (W), Mumbai-400 058

Dear Sir,

Mr./Ms. \_\_\_\_\_ has been registered as an  
Articled Student in our firm with effect from \_\_\_\_\_ to \_\_\_\_\_. His/Her  
Registration No. is \_\_\_\_\_ dated \_\_\_\_\_. He/She gets Rs. \_\_\_\_\_  
p.m. as stipend. He/She is entitled to appear in Final Exams in \_\_\_\_\_ (Month & Year).

I/We request you to grant him/her admission in the current term. I/We assure you that  
he/she will abide by all Rules & Regulations of your Institution & maintain discipline in the  
Institution.

I/We also undertake to intimate you in case his/her article-ship is terminated/extended by the  
firm for any reason.

Thanking You,

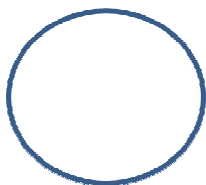
Yours faithfully,  
For M/s. \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Membership No: \_\_\_\_\_

CA Firm Registration No.: \_\_\_\_\_.



(Seal of the Firm)