**ON THE LETTER OF CHARTERED ACCOUNTANT/FIRM**

Date:

To:

The Deputy Convener,

Varachha Kamrej CPE Study Circle of WIRC of ICAI

Surat-395 006

Madam/Dear Sir,

**Sub:** Refund application

**Re.:** Membership No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

With reference to the above subject I/We would like to inform your good-self that while making payment of Annual Membership Fees for the term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(State the year)/ Event on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the event) dt. \_\_\_\_\_\_\_\_\_\_\_\_\_ have made excess payment of ` \_\_\_\_\_\_\_\_\_\_/- vide transaction reference no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from account name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the account from which payment is being debited). In view of the above I/We hereby request your good-self to kindly look into the matter and do the needful at earliest possible time.

Thanking You & Oblige.

For, ABC/ABC & Co.

Chartered Accountant(s)

(CA. )

Mem. No.

Encl.: Copy of Bank Statement highlighting the said payment

**Note: Cheque will be issued only in the name from which payment has been debited.**