

- *On the letterhead of the Firm* -

To,

The Chairperson,
Bangalore Branch of SIRC, ICAI
ICAI Bhawan,
16/0, Millers Tank Bed Area
Vasanthnagar,
Bangalore – 560 052

Dear Sir/Madam

Subject – Vacancy for article assistants at XYZ FIRM

In reference to the captioned subject, we would like to bring to your notice that we have vacancies at our firm - XYZ FIRM. Our firm is specialising in the fields of –

1. Internal Audit,
2. Direct and Indirect Taxation
3. Accounting Services.

(Highlight top three services areas only)

Our firm is located at FULL ADDRESS

Interested candidates can send their resumes to xyz@xyz.com.

We can be reached at +91 9xxxxxxx and 080 xxxxxxxx for any queries.

We hereby request the ICAI Bangalore Branch authorities to kindly add this request letter to the “Articles Required” section on its website, and also add the letter to the file maintained at ICAI premises in hardcopy for the benefit of students looking for enrolment as articles.

Thanking in advance

Yours Sincerely

For XYZ FIRM,

Chartered Accountants

-sign and seal-

CA XYZ

Partner

Place – Bangalore

Date – 2nd Feb 2016