* ***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 Industrial Trainee 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 9xxxxxxxxx and 080 xxxxxxxx for any queries.**

We hereby request the ICAI Bangalore Branch authorities to kindly add this request letter to the “Industrial Trainee 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 –