

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

VFS Global
[Office Address]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: [Subject of the Letter]

I am writing to [state the purpose of your letter].

[Provide details and context regarding your request, issue, or inquiry.

Include any relevant information that VFS Global may need to assist you.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]