

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

VFS Global

[Address of the VFS Center]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Submission of Visa Application

I am writing to submit my application for a [Type of Visa] visa to [Country] as per the guidelines provided by the VFS Global services.

Enclosed with this letter are the required documents:

1. Completed visa application form
2. Valid passport
3. Passport-sized photographs
4. [Other supporting documents as required, e.g. travel itinerary, proof of accommodation, financial statements, etc.]

I kindly request you to process my application at your earliest convenience. Please feel free to contact me via the details mentioned above if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Nationality]
[Application Reference Number (if applicable)]