

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

VFS Global

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

Subject: Visa Application Request

Dear Sir/Madam,

I am writing to submit my application for a travel visa to [Destination Country]. I am planning to visit from [Start Date] to [End Date] for the purpose of [brief explanation of purpose, e.g., tourism, business, study].

Attached to this letter, you will find all the necessary documents, including:

- Completed visa application form
- Passport-sized photographs
- Valid passport (with at least six months validity)
- Travel itinerary
- Proof of accommodation
- Financial statements
- [Any other required document]

I kindly ask for your assistance in processing my visa application at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]