

[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: Appointment Request for Visa Application Submission

I am writing to request an appointment for the submission of my visa application for [destination country]. I would like to schedule my appointment on [preferred date and time].

Please find the details of my visa application below:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Type of Visa: [Type of Visa Required]
- Purpose of Travel: [Brief Explanation of Purpose]

I have all the necessary documentation ready for submission. I kindly ask you to confirm my appointment at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]