

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

Visa Application Center
VFS Global
[Center Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Visa Application Reference [Application Number]

I am writing to submit my application for a [type of visa] visa to [Country] through VFS Global. Please find attached the necessary documents for your review.

1. Completed visa application form
2. Valid passport (with photocopies)
3. Passport-sized photographs
4. Proof of accommodation
5. Flight itinerary
6. Financial statements
7. Any other supporting documents

I kindly request you to process my application. Should you require further information or documentation, please do not hesitate to contact me at the details provided above.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]