

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

VFS Global  
[Specific Center Address]  
[City, State, Zip Code]

Subject: Documentation Submission for [Visa Type/Service]

Dear Sir/Madam,

I am writing to submit my application for [specify visa type or service, e.g., tourist visa, student visa, etc.] and to provide the required documentation as per the guidelines stated on your website.

Please find the enclosed documents:

1. Completed visa application form
2. Valid passport (original and photocopy)
3. Passport-sized photographs
4. Proof of accommodation
5. Travel itinerary
6. Financial documents
7. [Any other relevant documents]

I kindly request you to process my application at your earliest convenience. Should you require any additional documents or information, please do not hesitate to contact me.

Thank you for your attention to this matter.

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