

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
VFS Global [Country/City Office Address]  
[City, State, Zip Code]  
Subject: Visa Application Submission  
Dear [Recipient's Name],  
I am writing to formally submit my visa application for [type of visa] to [country] for the purpose of [purpose of travel]. I have attached all the required documents as per the checklist provided on your website.  
Please find enclosed:  
1. Completed visa application form  
2. Passport-sized photographs  
3. Copy of my passport  
4. Proof of accommodation  
5. Flight itinerary  
6. Financial statements  
7. [Any other relevant documents]  
I appreciate your assistance in processing my application and look forward to your prompt response.  
Thank you.  
Sincerely,  
[Your Name]