

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

[Recipient Name]
[Recipient Title]

VFS Global

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

Subject: Letter of Intent

Dear [Recipient Name],

I am writing to express my intent to [briefly explain your purpose, e.g., "apply for a visa through VFS Global services"] and to outline my intentions regarding the process.

I acknowledge the professionalism and efficiency that VFS Global offers in visa processing and intend to adhere to the requirements and procedures outlined for applicants.

Please find attached the necessary documentation as per the guidelines specified on your website. I am hopeful for a smooth processing of my application and look forward to your guidance throughout this process. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]