

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

Dear [Recipient Name],

I am writing to express my interest in the [Job Title] position at VFS as advertised [where you found the job listing]. With my background in [Your Professional Field] and a strong commitment to providing excellent service, I believe I would be a valuable addition to your team.

I have [number] years of experience in [related experience or skills], where I successfully [specific achievement or responsibility]. My experience in [specific area relevant to the job] has equipped me with the skills necessary to [relevant job task or contribution].

I am particularly drawn to this position at VFS because of [specific reason related to the company or role]. I admire [something notable about the company or its values] and believe my background aligns well with your needs.

Enclosed is my resume that further details my qualifications. I look forward to the opportunity to discuss how my skills and experiences align with the goals of VFS. Thank you for considering my application.

Sincerely,
[Your Name]