

****VFS Global Entry Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

VFS Global

[Address of VFS Center]

[City, State, Zip Code]

Subject: Entry Letter for [Purpose of Entry, e.g., Visa Application]

Dear Sir/Madam,

I am writing to formally request entry to the VFS Global office for the purpose of [specific purpose, e.g., submitting my visa application]. My details are as follows:

- Full Name: [Your Full Name]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Application Type: [Type of Application, e.g., Tourist Visa]
- Appointment Date: [Date of Appointment]

I have enclosed all required documents as per your guidelines. I will make sure to adhere to all safety and protocol measures in place during my visit.

Thank you for your attention to this matter. I look forward to your prompt response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]