

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

VFS Global

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

Dear Sir/Madam,

Subject: Request for VFS Global Entry

I am writing to request information regarding the entry process for VFS Global services. Please provide the necessary details and documentation required for my application.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]