

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

VFS Global

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

Subject: Request for Entry into VFS Global

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request entry into VFS Global for the purpose of [state purpose, e.g., visa application processing, document submission, etc.].

[Provide a brief introduction about yourself and the reason for your request. Include any relevant details, such as the type of visa you are applying for or any specific services you require.]

I understand that VFS Global offers various services to facilitate the visa application process and I would like to utilize these services to ensure that my application is processed efficiently.

I have attached the necessary documents [list the documents, e.g., passport copies, application forms, etc.] to support my request.

Thank you for considering my application. I look forward to your prompt response regarding my entry into VFS Global.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]