

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

Customer Service Team  
VFS Global

[Address of VFS Global Office]  
[City, State, Zip Code]

Dear VFS Global Team,

Subject: Urgent Assistance Required for Entry Issue

I hope this message finds you well. I am writing to bring to your attention an issue I have encountered with my recent entry application submitted on [insert submission date]. My application reference number is [insert reference number].

Unfortunately, I have faced [briefly explain the issue, e.g., delays, missing documents, incorrect information], which has caused significant concern regarding my travel plans. I kindly request your assistance in resolving this matter at your earliest convenience.

Please let me know if you require any additional information from my side to expedite the process. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your support.

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]