

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

VFS Global

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

Dear VFS Global Team,

Subject: Application for [Type of Visa/Service]

I am writing to submit my application for [specific visa/service] in accordance with the guidelines provided by VFS Global. My application includes [list the key documents you are submitting, e.g., passport, photographs, application form, etc.].

Please find attached the required documents for your review:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly request you to process my application at your earliest convenience. Should you need any further information or clarification, please feel free to contact me at the provided phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Nationality]