

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

VFS Global

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

Subject: Submission of Application for [Type of Visa/Service]

Dear Sir/Madam,

I am writing to submit my application for [specific visa/service type] through VFS Global. Please find attached the required documents as per the guidelines provided on your website.

Enclosed with this letter, you will find:

1. Completed application form
2. Passport copy
3. Visa fee receipt
4. [Other documents, e.g., photographs, proof of travel, invitation letter, etc.]

I kindly request you to process my application at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]