

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

VFS Global

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

Subject: [Purpose of the Letter, e.g., Visa Application, Document Submission]

Dear [VFS Global Representative/Specific Name if known],

I am writing to [state the purpose of the letter - e.g., submit my visa application, inquire about the status of my application, etc.].

[Provide any necessary details related to your application, including reference numbers, dates, and any specific information that is relevant.]

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Application Reference Number, if applicable]