

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

VFS Global

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

Subject: Entry Acknowledgment Letter

Dear [Recipient's Name],

I am writing to confirm the acknowledgment of my application submitted on [Submission Date] for the [Visa Type] through VFS Global. The details of my application are as follows:

- Application Reference Number: [Your Reference Number]
- Passport Number: [Your Passport Number]
- Submission Date: [Submission Date]
- Scheduled Appointment Date: [Appointment Date]

I appreciate your prompt processing of my application. Please let me know if any further information is required from my side.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]