

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

VFS Global

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

Subject: Entry Documentation for Visa Application

Dear Sir/Madam,

I am writing to submit my entry documentation for my visa application, reference number [Your Reference Number].

Enclosed, please find the following documents as per the requirements:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of accommodation
5. Travel itinerary
6. Financial statements

Please let me know if any further information or documentation is required. Thank you for your assistance.

Sincerely,

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