

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

VFS Global

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

Subject: Follow-up on Visa Application - [Your Application Reference Number]

Dear Sir/Madam,

I hope this message finds you well. I am writing to follow up on my visa application submitted on [Submission Date] with the reference number [Your Application Reference Number].

As it has been [number of weeks/days] since my application was submitted, I would like to inquire about the current status of my application. I understand that processing times can vary, but I would appreciate any updates you could provide.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]