

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

VFS Global

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

Dear Sir/Madam,

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

I hope this letter finds you well. I am writing to submit my application for a [specific visa/service] to [Country] through VFS Global.

Enclosed with this letter, please find the following documents for your reference:

1. Completed Visa Application Form
2. Passport-sized photographs
3. Valid Passport
4. [List any additional documents, e.g., proof of accommodation, flight itinerary, financial statements, etc.]

I request that you kindly process my application at your earliest convenience. For any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]