

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

VFS Global

[Address of the VFS Center]
[City, State, Zip Code]

Subject: Request for Entry Clearance

Dear Sir/Madam,

I am writing to request entry clearance through VFS Global for my upcoming travel. Below are my details for your reference:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Purpose of Visit: [Brief Description of Purpose]
- Dates of Travel: [Start Date] to [End Date]

I have attached all the required documents for your review. Please let me know if you need any further information or documentation.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]