

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

VFS Global

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

Subject: Visa Application Processing Request

Dear VFS Officer,

I hope this letter finds you well. I am writing to formally submit my visa application for [type of visa, e.g., Tourist Visa, Student Visa] to [Country Name]. My application reference number is [insert number]. I have included all requisite documents as per the guidelines provided on your website. Below is a brief summary of my submitted documents:

1. Completed visa application form
2. Passport with [mention validity details]
3. Passport-size photographs
4. Proof of accommodation
5. Travel itinerary
6. Financial statements
7. [Any additional documents relevant to your case]

I kindly request your assistance in processing my application at your earliest convenience. If you require any further information or additional documents, please do not hesitate to reach out to me via the contact information provided above.

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Signature (if submitting a hard copy)]

[Your Printed Name]