

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

[Recipient's Name]
[Position]
[VFS Global Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Application Request

I hope this letter finds you well. I am writing to formally submit my application for a [Type of Visa] visa and to request your assistance in processing my application through VFS Global.

I have enclosed all necessary documents, including my completed visa application form, passport, photographs, travel itinerary, and any other supporting documents required for the application process.

I would appreciate it if you could confirm the receipt of my application and provide an estimated timeline for processing. Should you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Passport Number]