

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

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

Dear [Recipient's Name],

Subject: Visa Application Approval Request

I hope this letter finds you well. I am writing to formally request the approval of my visa application submitted on [application date] for [destination country].

My application reference number is [reference number], and I have attached all necessary documents, including [list of key documents, e.g., passport copy, application form, etc.]. I believe I have fulfilled all requirements outlined for the visa category I'm applying for.

I appreciate your attention to this matter and look forward to your positive response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]