

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

VFS Global

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

Subject: Visa Application Submission

Dear Sir/Madam,

I am writing to submit my visa application for [Country Name] in accordance with VFS visa procedures. Please find enclosed the required documents along with the completed application form and payment receipt. I have included the following documents for your reference:

1. Completed visa application form
2. Valid passport
3. Passport-sized photographs
4. Proof of travel itinerary
5. Proof of accommodation
6. Financial statements
7. Employment letter (if applicable)
8. [Any other relevant document]

I kindly request you to process my application at your earliest convenience. If you require any additional information or documentation, please do not hesitate to contact me via the details provided above.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]