

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

VFS Global Services

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

Subject: Visa Application for [Type of Visa]

Dear Sir/Madam,

I am writing to submit my application for a [Type of Visa] visa to [Country] for the purpose of [briefly explain purpose, e.g., tourism, work, study].

I have included the following documents with my application:

1. Completed visa application form
2. Valid passport (copy attached)
3. Passport-sized photographs
4. Proof of accommodation (e.g., hotel booking)
5. Travel itinerary
6. Financial statements
7. [Any other relevant documents]

I am looking forward to your positive response regarding my application.

Please feel free to contact me if you need any additional information

Thank you for your attention to this matter.

Sincerely,

[Your Name]