

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

VFS Global

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

Dear Sir/Madam,

Subject: Visa Application for [Type of Visa]

I am writing to formally submit my visa application for [Country] for the purpose of [briefly explain the purpose, e.g., tourism, study, business, etc.]. I have enclosed all the required documents as per the checklist provided on your website.

Personal Details:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Date of Birth: [Your Date of Birth]

Travel Details:

- Intended Date of Travel: [Start Date]
- Return Date: [End Date]
- Duration of Stay: [Number of Days]

Included Documents:

1. Completed Visa Application Form
2. Valid Passport
3. Passport-sized Photographs
4. Travel Itinerary
5. Proof of Accommodation
6. Financial Statements
7. [Any other relevant documents]

I kindly request you to process my application at your earliest convenience. Should you need any further information or clarification, please feel free to contact me via email or phone.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]