

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

VFS Global

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

Subject: Submission of Visa Application Documents

Dear Sir/Madam,

I am writing to submit my visa application for [type of visa, e.g., Schengen Visa] to [destination country]. Please find enclosed the required documents for your processing:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. Flight itinerary
5. Proof of accommodation
6. Travel insurance coverage
7. Financial statement
8. Employment letter

I kindly request that you process my application at your earliest convenience. Should you require any additional information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]