

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
VFS Global  
[Office Address]  
[City, State, ZIP Code]  
Dear [Recipient Name],  
Subject: [Brief Subject of the Letter]  
I am writing to [state the purpose of your letter, e.g., inquire about  
the visa application process, request assistance with documents, etc.].  
[Provide additional details or context. Be clear and concise, outlining  
any specific requests or questions you may have.]  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]  
[Your Company, if applicable]