

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

VFS Global

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

Subject: Application for [Type of Visa]

Dear Sir/Madam,

I am writing to submit my application for a [Type of Visa] to [Country] through your esteemed office.

I have enclosed all required documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. Proof of accommodation
5. Travel itinerary
6. [Any other relevant documents]

I kindly request that you process my application at your earliest convenience. Should you require any additional information, please feel free to contact me via the details provided above.

Thank you for your attention to my application.

Sincerely,

[Your Name]