

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

[Recipient's Name]  
[VFS Global Office or Embassy Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for [Type of Visa]

I hope this letter finds you well. I am writing to formally submit my application for a [type of visa] to [Destination Country]. Please find attached the required documents and application form as per the guidelines provided on your website.

I am planning to [briefly explain the purpose of your visit, e.g., attend a conference, visit family, tourism]. My intended travel dates are from [start date] to [end date].

Please let me know if you require any additional information or documentation to process my application. I appreciate your assistance and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

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