

[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: Visa Application Submission

Dear Sir/Madam,

I am writing to submit my visa application for [Type of Visa, e.g., Tourist Visa, Student Visa] to [Country Name]. Attached to this letter are all the required documents as per the checklist provided on your website.

Please find the enclosed documents for your reference:

1. Completed visa application form
2. Passport (valid for at least six months from the date of travel)
3. Passport-size photographs (as per specifications)
4. Proof of accommodation (hotel bookings or invitation letter)
5. Flight itinerary
6. Financial statements (bank statements or sponsorship letter)
7. Travel insurance (if required)
8. Additional documents (please specify if any)

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

Thank you for your assistance.

Sincerely,

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