

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

VFS Global

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

Subject: Request for Visa Interview Appointment

Dear Sir/Madam,

I am writing to request an appointment for a visa interview at your esteemed office. I am planning to travel to [Destination Country] for [purpose of travel, e.g., tourism, business, study] from [start date] to [end date].

I have completed all the necessary documentation, including my visa application form, passport, and supporting documents. My application number is [Application Number].

Please let me know the available dates for the interview. I am flexible with my schedule and can adjust to your available slots.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]