

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

VFS Global

[Relevant Address]  
[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, business, student] to [country] for the purpose of [briefly explain purpose, e.g., tourism, attending a conference, studying]. Enclosed with this letter, you will find the required documents for my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. Proof of accommodation
5. Flight itinerary
6. Financial statements
7. [Any other supporting documents]

I kindly request you to process my application at your earliest convenience, as I plan to travel on [intended travel date].

Thank you for your assistance. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]