

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

VFS Global

[Visa Application Center 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, student, work] to [destination country].

Please find attached the required documents for my application:

1. Completed visa application form
2. Valid passport
3. Passport-sized photographs
4. Evidence of accommodation
5. Proof of financial means
6. [Any other specific documents required]

I appreciate your time and consideration. Should you need any additional information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]