

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

VFS Global

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

Subject: Visa Submission Application

Dear Sir/Madam,

I am writing to submit my visa application for [Country] under the [Type of Visa] category. Please find enclosed the required documents for your reference:

1. Completed Visa Application Form
2. Passport (valid for at least six months)
3. Passport-sized photographs
4. [List any additional documents needed, e.g., proof of accommodation, travel itinerary, financial statements, etc.]

I request you to kindly process my application at your earliest convenience. Should you require any further information or documents, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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