

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

VFS Global Services

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

Subject: Appointment Date Confirmation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm my appointment at VFS Global for my [type of visa/application] on [date] at [time].

Please find my details below for your reference:

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Appointment Reference Number: [Your Appointment Reference Number]

I appreciate your assistance and look forward to my appointment.

Thank you.

Sincerely,  
[Your Name]