

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

VFS Global

[Address of VFS Center]
[City, State, Zip Code]

Subject: Confirmation of VFS Appointment

Dear Sir/Madam,

I am writing to confirm my appointment at your VFS center. Below are the details of my appointment:

- Appointment Date: [Insert Date]
- Appointment Time: [Insert Time]
- Reference Number: [Insert Reference Number]
- Purpose of Appointment: [Insert Purpose]

I will be present at the indicated time and date. If there are any documents or materials that I need to bring, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]