

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

VFS Global

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

Dear Sir/Madam,

I am writing to formally apply for an appointment at your VFS office for [mention the purpose, e.g., visa application, biometric appointment, etc.]. I am required to submit my application for [mention specific visa type or service required] and would like to schedule a convenient time for this process.

I am available on the following dates and times:

- [Date 1]
- [Date 2]
- [Date 3]

I have included all the necessary documents as per the requirements on your website, and I look forward to your confirmation of my appointment. Thank you for your attention to this matter.

Sincerely,

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