

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

[Recipient Name]
[Recipient Title]
[VFS Global Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for VFS Appointment

I am writing to express my intention to schedule an appointment with VFS Global for the purpose of [specify purpose, e.g., visa application, biometrics appointment].

I would like to provide the relevant details regarding my application:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Purpose of Travel: [Briefly explain purpose, e.g., tourism, business, study]
- Preferred Appointment Date: [Specify date or a range of dates]

I am aware of the required documents and will ensure that all necessary paperwork is prepared and brought to the appointment.

Thank you for considering my request. I look forward to your confirmation of the appointment and any further instructions you may have.

Sincerely,

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