

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

Visa Facilitation Services (VFS)

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

Dear [VFS Representative Name/Title],

Subject: Appointment Request for Visa Application

I hope this letter finds you well. I am writing to formally request an appointment at your facility for the submission of my visa application.

I am planning to travel to [Destination Country] to [briefly state purpose of travel, e.g., tourism, business, study] and would like to ensure that my application is processed in a timely manner.

Please find attached my relevant documents, including:

1. Completed visa application form
2. Passport copy
3. Supporting documents as required

I would appreciate it if you could inform me of the available dates and any specific procedures I need to follow to secure an appointment.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]