

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[VFS Global Center Name]  
[Center Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for VFS Appointment

I hope this letter finds you well. I am writing to request an appointment at your VFS center for my [type of visa, e.g., Schengen visa, student visa, etc.] application.

I plan to submit my application on [desired date] and would appreciate if you could provide me with a suitable appointment slot. My preferred time for the appointment is [preferred time, e.g., morning or afternoon].

Attached to this letter are my details, including my passport copy and any required documentation that may assist in scheduling my appointment.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]