

Subject: VFS Appointment Notification

Dear [Recipient's Name],

We are pleased to inform you that your VFS appointment has been successfully scheduled. Please find the details of your appointment below:

****Appointment Confirmation Details:****

- ****Appointment Date:**** [Date]
- ****Appointment Time:**** [Time]
- ****Location:**** [VFS Center Address]
- ****Reference Number:**** [Reference Number]

****Important Instructions:****

1. Please arrive at least [15/30] minutes early for your appointment.
2. Bring all necessary documents as specified in your confirmation email.
3. Make sure to wear a mask and adhere to any health and safety protocols in place.

If you have any questions or need to reschedule, please contact our customer service.

Thank you and we look forward to assisting you.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]