

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

VFS Global

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

Subject: Appointment Acknowledgment for Visa Application

Dear [VFS Officer's Name],

I am writing to acknowledge the receipt of my appointment confirmation for my visa application scheduled on [Date] at [Time]. My appointment reference number is [Reference Number].

Please let me know if there are any documents or further information required prior to my visit.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Passport Number]