

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

Dear [Recipient Name],

Subject: Appointment Confirmation for Visa Application

I am writing to confirm my appointment for the visa application process at your center.

**\*\*Appointment Details:\*\***

- **\*\*Applicant Name:\*\*** [Your Name]
- **\*\*Passport Number:\*\*** [Your Passport Number]
- **\*\*Appointment Date:\*\*** [Scheduled Date]
- **\*\*Appointment Time:\*\*** [Scheduled Time]
- **\*\*Location:\*\*** [VFS Center Location]

I appreciate your assistance and look forward to the appointment. If you need any further information or documentation, please do not hesitate to contact me.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]