

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

[Recipient Name]  
[Visa Facilitation Services (VFS) Address]  
[City, State, Zip Code]

Subject: Appointment Confirmation for Visa Application

Dear [Recipient Name],

I am writing to confirm my appointment for the visa application process, scheduled as follows:

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

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

Please let me know if you require any further information or documentation prior to my appointment.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]