

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

[Recipient's Name]  
[Recipient's Title]  
[VFS Global Office Address]  
[City, State, Zip Code]

Subject: Appointment Scheduling Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request an appointment for visa application processing at your VFS Global center.

**\*\*Details of the Appointment Request:\*\***

- Applicant Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Type of Visa: [Visa Type]
- Preferred Date and Time: [Your Preferred Date and Time]
- Additional Requests: [Any special considerations or requests]

I understand that there may be a fee associated with this appointment and I am willing to comply with all necessary procedures.

Thank you for your assistance. I look forward to your confirmation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]