

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

VFS Global

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

Subject: Submission of Documents for Visa Application

Dear Sir/Madam,

I am writing to submit my application documents for a [Type of Visa] visa. Please find attached the following documents:

1. Completed Visa Application Form
2. Valid Passport (including copies of relevant pages)
3. Photographs as per specifications
4. Proof of Travel Insurance
5. [Any other relevant documents]

I kindly request you to process my application at your earliest convenience. If you require any further information or additional documents, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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