

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

VFS Global Services

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

Dear [Recipient Name],

I am writing to express my interest in the [specific position] at VFS Global Services as advertised [where you found the job listing]. With my background in [your field/industry] and my passion for providing exceptional customer service, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant experience or achievement that applies to the position]. This experience has equipped me with the skills necessary to [mention specific skills related to the job]. I am particularly drawn to VFS Global Services because of [mention something specific about the company that interests you], and I believe my background aligns well with your goals. I am adept at [list relevant skills or experiences that are a fit for the role]. Along with my [insert any other unique qualification], I am confident in my ability to [mention how you can add value to the team]. I would love the opportunity to discuss how my skills and experiences align with the needs of VFS Global Services. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed organization.

Sincerely,  
[Your Name]