

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

VFS Global

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

Subject: Request for Interview Appointment

Dear Sir/Madam,

I hope this message finds you well. My name is [Your Name], and I am writing to request an interview appointment regarding my visa application for [specific visa type] to [destination country].

I have submitted my application on [submission date] and would like to discuss [specific matters you want to address, e.g., additional documents, application status, etc.].

Please let me know your available dates and times for the interview, and I would be happy to accommodate your schedule. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Application Reference Number (if applicable)]