

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

VFS Global

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

Subject: Visa Application Submission

Dear Sir/Madam,

I am writing to formally submit my visa application for [type of visa, e.g., Schengen Visa, Tourist Visa, etc.] to [country's name]. Please find enclosed all the required documents for your review.

The details of my application are as follows:

- Applicant Name: [Your Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Date of Birth: [Your Date of Birth]
- Purpose of Travel: [Brief description of purpose]
- Travel Dates: [Proposed Travel Dates]

Enclosed Documents:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. Travel itinerary
5. Proof of accommodation
6. Travel insurance
7. Financial statements

I appreciate your assistance in processing my application and look forward to your prompt response. Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

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