

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

[Recipient Name]
VFS Global Services
[Office Address]
[City, State, Zip Code]

Subject: Application for [Service Required]

Dear [Recipient Name],

I am writing to formally request [specific service, e.g., visa application assistance, document verification, etc.] through VFS Global. My details are as follows:

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Application Reference Number: [If applicable]

I have completed all necessary documentation and am ready to submit my application. Enclosed with this letter are copies of [list the documents you're including, e.g., passport, photographs, application forms, etc.]. I would appreciate your guidance on the next steps and any fees that may be applicable. Please let me know if any further information is required. Thank you for your assistance.

Sincerely,
[Your Name]