

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

VFS Global

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

Subject: Appointment Letter for Visa Application

Dear [Recipient's Name],

This letter serves as a confirmation of your appointment for the visa application process at VFS Global. Please find the details of your appointment below:

****Appointment Details:****

- ****Applicant Name:**** [Your Full Name]
- ****Appointment Date:**** [Date of Appointment]
- ****Appointment Time:**** [Time of Appointment]
- ****Visa Type:**** [Type of Visa]
- ****Reference Number:**** [Reference Number]

****Documents to Bring:****

1. Completed visa application form
2. Valid passport
3. Passport-sized photographs
4. Supporting documents as specified in the visa requirements

Please arrive at least 15 minutes prior to your scheduled appointment time. If you need to reschedule or cancel this appointment, kindly contact us at [Contact Number] or [Email].

Thank you for choosing VFS Global. We look forward to assisting you with your visa application.

Sincerely,

[Your Name]
[Your Position]

VFS Global