

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

VFS Global

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

Subject: Follow-Up on VFS Global Services Request

Dear [VFS Global Contact Name or "Customer Service Team"],
I hope this message finds you well. I am writing to follow up on my
previous inquiry regarding [brief description of your request or service,
e.g., "my visa application submitted on [submission date]"].

As of [current date], I have not yet received an update, and I would
appreciate any information you can provide regarding the status of my
request. My reference number is [Your Reference Number].

Thank you for your attention to this matter. I look forward to your
prompt response.

Sincerely,
[Your Name]