

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

VFS Global

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

Subject: [Your Subject Here]

Dear Sir/Madam,

I hope this message finds you well. I am writing to [briefly state the purpose of your letter].

[Provide details relevant to your request or inquiry here, including any necessary personal information, reference numbers, etc.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]