

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

VFS Global

[Address of VFS Global Office]  
[City, State, Zip Code]

Subject: Request for [Specify Service, e.g., Visa Application, Document Submission, etc.]

Dear Sir/Madam,

I hope this letter finds you well. I am writing to request [specific service] through VFS Global. Below are the details related to my request:

- Full Name: [Your Full Name]
- Application Reference Number: [If applicable]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Type of Visa/Service Requested: [Specify Type]
- Purpose of Travel/Request: [Briefly explain]

I have attached the necessary documents required for this request, including [List the documents]. Please let me know if there are any additional requirements or forms that need to be completed.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

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