

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

[Recipient Name]

VFS Global

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I am writing to [briefly state the purpose of your letter, e.g., request information, provide feedback, etc.].

[Provide detailed information or specific requests in a clear and organized manner. Include any relevant dates, reference numbers, or supporting documents if necessary.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]