

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

VFS Global Services

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

Dear Sir/Madam,

[Subject/Reason for Writing]

[Introduction: Briefly introduce yourself and the purpose of your letter.]

[Body: Provide detailed information regarding your request, application, or inquiry. Include any necessary reference numbers or dates related to your case.]

[Closing: Thank them for their attention and express anticipation for a prompt response.]

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]