

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

VFS Global

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

Dear Sir/Madam,

Subject: [Brief Subject of the Letter]

I hope this letter finds you well. I am writing to [state the purpose of your letter clearly and concisely].

[Provide necessary details related to your request or inquiry. Be specific and include any relevant information that will assist in processing your request.]

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]

[Your Position (if applicable)]

[Your Company (if applicable)]