

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

VFS Global

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

Subject: [Purpose of the Letter - e.g., Visa Application Process,
Document Submission, etc.]

Dear Sir/Madam,

I am writing to inquire about [specific topic or issue related to VFS
Global processes].

[Explain your situation briefly, mentioning any reference numbers or
important details.]

Please let me know the necessary steps I need to follow or if further
documentation is required. I appreciate your assistance in this matter.
Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]