

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

VFS Global

[Relevant Office Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: Application for [Visa Type/Service]

I am writing to formally submit my application for [specific visa/service] through VFS Global. Please find the attached documents as per the requirements for the application process.

- [Document 1]
- [Document 2]
- [Document 3]

I appreciate your assistance in processing my application. Should you require any further information or documentation, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]