

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

VFS Global

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

Subject: Document Submission for [Visa Type/Service Name]

Dear Sir/Madam,

I am writing to submit my documents for [specify purpose, e.g., visa application for [country], immigration purposes, etc.]. Please find enclosed the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]
4. [Any additional documents]

I confirm that all the documents provided are true and authentic to the best of my knowledge. I appreciate your assistance in processing my application.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]