

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

[Recipient Name]  
[Recipient Title]

VFS Global

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

Dear [Recipient Name],

Subject: [Subject of the Letter]

I hope this message finds you well. I am writing to [briefly state the purpose of your letter, e.g., inquire about visa application status, request information, etc.].

[In the next paragraph, provide detailed information about your request or issue. Include any relevant identifiers, such as application numbers or specific dates, to assist in addressing your inquiry.]

I appreciate your attention to this matter and look forward to your prompt reply.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]