

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

VFS Global

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

Subject: Application Processing Request

Dear Sir/Madam,

I am writing to inquire about the status of my application submitted on
[Submission Date] for [Type of Visa/Service]. My application reference
number is [Your Reference Number].

I would appreciate any updates regarding the processing of my application
and any additional information that may be required.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]