

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

VFS Global

[Relevant Department/Office]
[Office Address]
[City, State, Zip Code]

Subject: Supporting Document Submission

Dear Sir/Madam,

I am writing to submit the necessary supporting documents for my visa application/reference number [insert reference number]. Please find attached the following documents:

1. [Document Name/Description]
2. [Document Name/Description]
3. [Document Name/Description]

If you require any further information or additional documents, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]