

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

VFS Global

[Address of VFS Global Center]
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Visa Application for [Type of Visa]

I am writing to submit my application for a [Type of Visa] to [Country] through VFS Global. I intend to travel on [dates of travel] for the purpose of [briefly state the purpose of your visit, e.g., tourism, business, study, etc.].

Please find enclosed the following documents to support my visa application:

1. Completed visa application form
2. Valid passport (with copies)
3. Passport-sized photographs
4. Proof of accommodation
5. Itinerary of my travel
6. Financial statements/bank statements
7. Employment letter / Enrollment letter (if applicable)
8. Any other supporting documents relevant to my application

I assure you that I will comply with the laws of [Country] and return to [Your Home Country] before my visa expires.

Thank you for considering my application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

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