

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

VFS Global

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

Dear Sir/Madam,

Subject: [Purpose of the Letter/Service Required]

I am writing to [briefly explain the purpose of your letter, e.g.,
request information, submit documents, inquire about services].
[Provide any necessary details, such as application reference number,
specific requests, or pertinent information related to your situation.]

I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]