

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

VFS Global

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

Dear Sir/Madam,

Subject: [Purpose of Letter - e.g., Visa Application Submission]

I am writing to submit my application for a [type of visa, e.g., tourist visa] to [country name] and to request assistance with the VFS international processing.

I have attached the following documents to support my application:

1. Completed visa application form
2. Valid Passport (original and copies)
3. Recent Passport-size photographs
4. Proof of Accommodation
5. Flight Itinerary
6. Financial Statements
7. Travel Insurance documents
8. [Any Additional Documents]

I would appreciate it if you could provide me with information about the processing timelines and any additional requirements I should be aware of for my application.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Nationality]
[Your Date of Birth]