

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[VFS International Office]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to [briefly state the purpose of your letter, e.g., request assistance, inquire about visa application status, etc.].

[Provide any necessary details related to your request, including relevant personal information such as application number, dates, and any other pertinent information.]

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

Sincerely,
[Your Name]