

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

VFS Global

[Specific VFS Office Address]
[City, State, ZIP Code]

Dear Sir/Madam,

Subject: [Purpose of the Letter]

I hope this letter finds you well. I am writing to request [specific request or inquiry], pertaining to my application for [mention application type, e.g., visa, passport, etc.].

[Include a brief introduction about yourself and the context of your request.]

I would appreciate your assistance with [specific details regarding your request]. Additionally, I would like to know [any questions or concerns you have].

Please find attached [mention any documents you are including, if applicable], which may assist in processing my request.

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

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Your Job Title or Position]