

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

VFS Global

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

Subject: Request for Visa Processing

Dear Sir/Madam,

I am writing to request assistance with the processing of my visa application. Below are the details regarding my application:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Visa Type: [Type of Visa]
- Application Reference Number: [Reference Number]

I have submitted all the necessary documents and would like to inquire about the status of my application. Kindly let me know if there are any additional requirements or if further information is needed.

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]