

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

VFS Global

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

Subject: [Subject of the Letter]

Dear Sir/Madam,

I am writing to you regarding [purpose of your letter].

[Provide a brief introduction about yourself or your organization.]

[Explain the main points or requests clearly and concisely. Include any relevant details or references if necessary.]

[Conclude your letter by summarizing your key points or requests and expressing your willingness to provide further information if needed.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]