

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

[Recipient Name]  
[Recipient Title]

VFS Global

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

Dear [Recipient Name],

Subject: Acknowledgment of Receipt

I am writing to acknowledge the receipt of [specific documents or application type] submitted on [submission date]. We appreciate your prompt processing of our request.

We will ensure that all required materials are reviewed and any additional information requested will be provided as necessary.

Should you need further information, please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]