

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

VFS Global

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

Subject: Visa Application Submission

Dear Sir/Madam,

I am writing to submit my visa application for [specify type of visa, e.g., Schengen Visa, Tourist Visa, etc.] to [destination country].

Attached are the required documents as per the checklist:

1. Completed visa application form
2. Passport-sized photographs
3. Valid passport
4. Proof of accommodation
5. Travel itinerary
6. Financial statements
7. [Any other required document]

I kindly request you to process my application at your earliest convenience. Should you require any further information or documents, please do not hesitate to contact me via email or phone.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]