

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

VFS Global

[VFS Office Address]

[City, State, Zip Code]

Subject: International Submission for Visa Application

Dear [VFS Officer/Recipient's Name],

I am writing to submit my application for a [type of visa] to [country] through VFS Global. Please find enclosed the required documents for my application:

1. Completed visa application form
2. Passport (valid for at least 6 months)
3. Recent passport-sized photographs
4. Proof of travel itinerary
5. Financial statements
6. Employment verification letter
7. [Any additional documents as required]

I understand that the processing time may take [number of weeks] and I am available for any interviews or additional information if required.

Thank you for your assistance in this matter. I look forward to a positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Application Reference Number (if applicable)]