

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

Vietnamese Embassy/Consulate

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Vietnam Visa Application

Dear Sir/Madam,

I am writing to formally apply for a visa to visit Vietnam. Below are the details regarding my application:

1. ****Full Name:**** [Your Full Name]
2. ****Date of Birth:**** [Your Date of Birth]
3. ****Passport Number:**** [Your Passport Number]
4. ****Nationality:**** [Your Nationality]
5. ****Purpose of Visit:**** [Tourism/Business/Other]
6. ****Duration of Stay:**** [Start Date] to [End Date]

Enclosed are the following documents for your consideration:

- Completed visa application form
- A recent passport-sized photograph
- Copy of my passport
- Proof of accommodation (hotel reservation/ invitation letter)
- Flight itinerary
- Payment receipt for visa processing fee

I sincerely request your assistance in processing my visa application.

Should you require any additional information or documents, please do not hesitate to contact me.

Thank you for your attention to my application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]