

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

Dear Visa Officer,

I am writing to apply for a [type of visa, e.g., tourist/business] visa to Vietnam for the purpose of [briefly state your purpose, e.g., tourism, business meetings, cultural exchange, etc.]. My planned travel dates are from [start date] to [end date], during which I intend to [briefly elaborate on your plans, such as visiting specific cities, attending meetings, etc.].

I have always been fascinated by Vietnam's rich history and culture. Therefore, I plan to visit [mention key places or events, e.g., Hanoi, Ho Chi Minh City, historical sites, business conferences]. This visit will not only allow me to experience the beauty of your country but also foster a [mention any connections, e.g., personal, professional] relationship.

Attached to this letter, you will find the required documents for my visa application, including my passport, completed application form, proof of accommodation, travel itinerary, and any additional documents relevant to my visit.

I assure you that I will comply with all the regulations during my stay in Vietnam and will return to [your home country] before the expiration of my visa. Thank you for considering my application. I look forward to the opportunity to experience the vibrant culture and warm hospitality of Vietnam.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]