

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

Vietnamese Embassy/Consulate
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to apply for a visa to visit Vietnam. My planned travel dates are from [start date] to [end date]. The purpose of my visit is [tourism/business/family visit, etc.].

Attached are the necessary documents for your consideration, including my passport, completed application form, and any additional required materials.

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,
[Your Name]