

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

Vietnamese Embassy/Consulate
[Address of Embassy/Consulate]
[City, State, ZIP Code]

Subject: Application for Vietnam Visa

Dear Sir/Madam,

I am writing to formally apply for a visa to visit Vietnam. My name is [Your Name], and I am a [Your Nationality] citizen currently residing in [Your Country]. I plan to travel to Vietnam from [Start Date] to [End Date] for [reason for travel, e.g., tourism, business, visiting family, etc.].

Here are the details of my travel itinerary:

- Arrival in Vietnam: [Arrival Date and City]
- Departure from Vietnam: [Departure Date and City]
- Accommodation details: [Name and address of hotel or place of stay in Vietnam]

I would like to request a [Type of Visa, e.g., tourist visa, business visa, etc.] for my stay. Attached to this letter are my completed visa application form, passport-sized photos, a copy of my passport, flight itinerary, proof of accommodation, and any additional documents required for my application.

I kindly ask that you process my visa application at your earliest convenience. If you need any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Passport Number]