

[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,

Subject: Application for Vietnam Visa

I am writing to formally apply for a Vietnam visa to travel to your beautiful country for [purpose of visit, e.g., tourism, business, etc.]. My intended travel dates are from [start date] to [end date], and I plan to visit [specific locations or cities, if applicable].

I have enclosed the required documents as follows:

1. Completed visa application form
2. Passport-sized photographs
3. A photocopy of my passport (valid for at least six months)
4. Proof of accommodation (hotel reservation)
5. Flight itinerary
6. [Any other supporting documents]

I kindly request your assistance in processing my visa application at your earliest convenience. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

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