

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

Dear Sir/Madam,

Subject: Application for Business Visa to Vietnam

I am writing to apply for a business visa to travel to Vietnam. I am [Your Position/Title] at [Your Company Name], located in [Your Company Address]. We are planning to visit Vietnam to [describe purpose of visit, e.g., attend a business conference, meet with partners, etc.].

Our travel itinerary includes [provide details about travel dates, locations, and any scheduled meetings or events]. We have also made arrangements for our stay at [Hotel Name/Address or mention if staying with business partners].

Enclosed with this letter are the required documents for the visa application, including:

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport
4. Invitation letters from our business partners in Vietnam
5. Proof of our company's registration and legitimacy
6. Any other supporting documents

I kindly request your assistance in expediting the processing of our visa applications. Should you require any further information or clarification, please do not hesitate to contact me.

Thank you for considering our application. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]