

[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: Family Visit Visa Application

I am writing to apply for a family visit visa for my [relationship, e.g., brother, sister, parent] who resides in Vietnam. I would like to visit them from [start date] to [end date] to spend time together and strengthen our family bonds.

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]

My [family member's name], who is a citizen/resident of Vietnam, is living at [family member's address in Vietnam]. We have not seen each other for [duration], and this visit is of great significance to us.

Attached are the necessary documents to support my application:

1. Copy of my passport
2. Proof of relationship (e.g., birth certificate, marriage certificate)
3. Invitation letter from my family member
4. Proof of accommodation in Vietnam
5. Flight itinerary

I assure you of my return to [Your Country] after the visit, as I have family and professional commitments here. I kindly request you to consider my application favorably.

Thank you for your time and assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]