

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

Consulate General of Vietnam

[Consulate Address]  
[City, State, Zip Code]

Subject: Application for Tourist Visa to Vietnam

Dear Sir/Madam,

I am writing to formally apply for a tourist visa to visit Vietnam for [number of days] from [start date] to [end date].

I plan to visit [cities/areas you plan to visit] during my stay and engage in [brief description of activities, e.g., sightseeing, cultural experiences]. I have attached my travel itinerary along with relevant documents, including my passport copy, photographs, and proof of accommodation.

I kindly request that you process my visa application at your earliest convenience. Should you require any additional information or documents, please do not hesitate to contact me.

Thank you for considering my application.

Sincerely,

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