

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate General of Vietnam]  
[Consulate Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Urgent Visa Application Request

I hope this letter finds you well. I am writing to formally request an urgent visa application for my upcoming trip to Vietnam.

**\*\*Details of Travel:\*\***

- Full Name: [Your Full Name]
- Nationality: [Your Nationality]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Purpose of Visit: [Tourism/Business/Familial]\*
- Intended Date of Arrival: [Date]
- Duration of Stay: [Number of Days]

I have attached all necessary documents, including my passport, visa application form, and travel itinerary. Due to [brief reason for urgency, e.g., business commitments or family emergency], I kindly request that my visa be processed as soon as possible.

I understand that processing times may vary, but I would greatly appreciate any assistance you can provide in expediting my application. Thank you for your attention to this matter. Please do not hesitate to contact me if you need any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

\*Please select the appropriate purpose of visit.