

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]
Subject: Vietnam Visa Application

Dear Sir/Madam,

I am writing to formally apply for a visa to visit Vietnam. I plan to travel for [duration of stay] from [start date] to [end date], for the purpose of [reason for visit, e.g., tourism, business, family visit]. Please find enclosed the necessary documents to support my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport (front page)
4. Travel itinerary
5. Proof of accommodation
6. [Any other relevant documents]

I appreciate your attention to my application and look forward to your positive response. Thank you for your assistance.

Sincerely,

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