

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear [Consulate/Embassy Official's Name],
I am writing to request a visa for my upcoming trip to Vietnam. Please find below the necessary information and documents required for my application.

****Personal Information:****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Passport Issuance Date: [Date Passport Was Issued]
- Passport Expiration Date: [Date Passport Expires]

****Travel Information:****

- Purpose of Visit: [Tourism/Business/Other]
- Intended Date of Arrival: [Date of Arrival]
- Intended Date of Departure: [Date of Departure]
- Duration of Stay: [Number of Days]

****Visa Type Requested:****

- [Tourist Visa/Business Visa/Other]

****Attached Documents:****

1. Completed Visa Application Form
2. Passport-sized Photographs
3. Copy of Passport
4. Flight Itinerary
5. Hotel Reservation Confirmation
6. Additional Supporting Documents (if applicable)

I kindly ask you to process my visa application at your earliest convenience. Please feel free to contact me if you need any additional information or documentation.

Thank you for your attention to my request.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]