

[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,

I am writing to support my application for a visa to visit Vietnam. I plan to travel to Vietnam from [start date] to [end date] and intend to [briefly describe the purpose of your visit, e.g., tourism, business, etc.].

I understand that the visa application requires additional documentation and I am prepared to provide any further information you may need. Please find attached the necessary documents, including my passport copy, travel itinerary, and proof of accommodation.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

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