

[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 Officer's Name],

Subject: Visa Application for Travel to Vietnam

I am writing to formally apply for a visa to travel to Vietnam for
[mention purpose of visit, e.g., tourism, business, cultural exchange].

My planned travel dates are from [start date] to [end date], and I intend
to [briefly explain your plans in Vietnam].

I have attached all necessary documents, including my completed visa
application form, passport-sized photographs, a copy of my passport,
proof of accommodation, and my travel itinerary.

I appreciate your consideration of my application, and I look forward to
the opportunity to visit your beautiful country. Should you require any
additional information or documents, please do not hesitate to contact
me.

Thank you for your assistance.

Sincerely,
[Your Name]