

[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,

I am writing to apply for a visa to visit Vietnam. My name is [Your Name], and I am a citizen of [Your Country]. I plan to visit Vietnam from [start date] to [end date] for [purpose of visit, e.g., tourism, business, etc.].

Enclosed with this letter, you will find the following documents to support my visa application:

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport
4. [Any other supporting documents, e.g., travel itinerary, hotel reservations, etc.]

I appreciate your assistance in processing my visa application and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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