

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

Vietnamese Embassy/Consulate

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Application for Vietnam Visa

Dear Sir/Madam,

I am writing to formally apply for a visa to enter Vietnam. My travel dates are from [start date] to [end date], and I intend to visit for [purpose of visit, e.g., tourism, business, family visit].

Please find enclosed the following documents to support my application:

1. Completed visa application form
2. Valid passport (copy)
3. Passport-sized photographs (as per specifications)
4. Proof of travel itinerary (flight bookings, hotel reservations)
5. [Any other required documents]

I kindly request you to process my application at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to my visa application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]