

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

Consulate General of Vietnam  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear Sir/Madam,

Subject: Visa Application for Vietnam

I am writing to formally request a visa to visit Vietnam for [purpose of visit, e.g., tourism, business, family visit] from [start date] to [end date].

I have enclosed the necessary documents required for my visa application including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Any additional supporting documents

I intend to stay at [name of accommodation] and can provide further details regarding my itinerary upon request.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]