

[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 Family Visa

Dear Sir/Madam,

I am writing to apply for a family visa to Vietnam for myself and my family members. The details of our application are as follows:

1. ****Applicant's Information****

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]

2. ****Family Members Information****

- Name: [Family Member Name]

Relationship: [Relationship to You]

Date of Birth: [Date of Birth]

Passport Number: [Passport Number]

(Repeat as necessary for other family members)

3. ****Purpose of Visit****

We intend to visit Vietnam to [provide reason, e.g., family reunion, holiday, etc.].

4. ****Travel Dates****

We plan to travel from [Start Date] to [End Date].

Enclosed with this letter are the required documents, including copies of our passports, photos, proof of relationship, and any other necessary forms.

We kindly request your assistance in processing our visa application.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]