

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

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

Dear Sir/Madam,

I am writing to apply for a tourist visa to Vietnam. I plan to visit from [start date] to [end date] for tourism purposes. During my stay, I intend to explore [mention specific places/activities], and experience the rich culture and history of Vietnam.

My travel itinerary includes:

- Arrival in Vietnam on [arrival date]
- Staying at [hotel name and address]
- Departure from Vietnam on [departure date]

I have attached the required documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Travel itinerary
5. Proof of accommodation

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

Sincerely,

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