

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

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

Subject: Application for Transit Visa

Dear Sir/Madam,

I am writing to apply for a transit visa to Vietnam as part of my upcoming travel itinerary. My flight details are as follows:

- Departure: [Your Departure City]
- Arrival in Vietnam: [Date]
- Connecting Flight to: [Destination]
- Date of Departure from Vietnam: [Date]

I will be in transit at [Airport Name] for approximately [duration of layover] hours. I hold a passport from [Your Country] (Passport Number: [Your Passport Number]) and am enclosing the required documents, including:

1. A completed visa application form
2. A copy of my flight itinerary
3. A passport-sized photograph
4. A copy of my passport
5. [Any other required documents]

I kindly request your assistance in processing my visa application. I appreciate your attention to this matter and look forward to a favorable response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]