

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

Consular Section
Embassy of Vietnam

[Embassy Address]
[City, State, Zip Code]

Subject: Visa Application for [Your Name]

Dear Sir/Madam,

I am writing to express my intent to apply for a visa to visit Vietnam. I plan to travel from [Start Date] to [End Date] for the purpose of [Tourism/Business/Study/Other].

I have attached all the required documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport (valid for at least 6 months)
4. Travel itinerary
5. Proof of accommodation
6. Financial statements

Please let me know if you require any additional information or documentation to process my application.

Thank you for your consideration. I look forward to your positive response.

Sincerely,

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