

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

Dear Sir/Madam,

Subject: Application for Vietnam Visa

I am writing to formally request a visa to visit Vietnam for [mention purpose of visit, e.g., tourism, business, study, etc.]. My intended travel dates are from [start date] to [end date].

I am a [Your Nationality] citizen, currently residing in [Your Country]. I intend to explore [mention places/activities planned during the visit]. Please find attached the required documents, including my passport (which is valid for at least six months from my intended entry date), completed visa application form, passport-sized photos, and proof of accommodation. Thank you for considering my application. I look forward to your positive response.

Yours sincerely,

[Your Name]

[Signature (if sending a hard copy)]