

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

Consulate General of Vietnam

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

Dear Consular Officer,

I am writing to apply for a visa to visit Vietnam for [mention the purpose, e.g., tourism, business, study] from [start date] to [end date].

I plan to [briefly describe your itinerary or purpose of visit].

Enclosed with this letter are the required documents for my visa application, including:

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport
4. Flight itinerary
5. Proof of accommodation
6. [Any other necessary documents]

I appreciate your consideration of my application and look forward to your positive response. Please do not hesitate to contact me if you need any further information.

Thank you for your attention.

Sincerely,
[Your Name]