

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

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

Subject: Visa Application Explanation

Dear Sir/Madam,

I am writing to provide an explanation for my application for a [type of visa] visa to Vietnam.

I plan to visit Vietnam from [start date] to [end date] for [purpose of visit, e.g., tourism, business, family visit]. During my stay, I intend to [briefly explain your plans, activities, and places you intend to visit].

I have attached the required documents, including [list documents, e.g., passport copy, flight itinerary, hotel reservations, financial proof]. I assure you that I will comply with all the laws and regulations during my stay in Vietnam.

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

Sincerely,

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