

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

To Whom It May Concern,

Subject: Invitation Letter for Vietnam Visa

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Full Address], am writing this letter to invite [Visitor's Full Name], who resides at [Visitor's Full Address], to visit me in Vietnam for [Duration of Stay, e.g., two weeks] starting from [Start Date] to [End Date].

The purpose of this visit is to [explain purpose, e.g., tourism, business, family visit], and during this time, [Visitor's Full Name] will be staying at my residence. I will ensure that [he/she/they] will have all the necessary support and accommodations during the visit.

I kindly request the Vietnamese embassy/consulate to grant [Visitor's Full Name] the necessary visa to enter Vietnam. Should you have any questions, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for considering this request.

Sincerely,

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