

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

Vietnamese Embassy/Consulate

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

Subject: Request for Vietnam Visa Processing

Dear Sir/Madam,

I am writing to formally request the processing of my visa application for travel to Vietnam. I plan to visit Vietnam from [start date] to [end date] for the purpose of [tourism/business/family visit/other].

Please find enclosed the necessary documents for my visa application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of accommodation
5. Travel itinerary
6. [Any other required documents]

I appreciate your assistance in this matter and am looking forward to your prompt response. If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to my visa application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]