

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

Dear Sir/Madam,

Subject: Visa Sponsorship for [Visa Applicant's Name]

I am writing to formally sponsor [Visa Applicant's Name] for a visa to enter Vietnam. I am a [Your Occupation/Relationship to Applicant] residing in [Your City and Country].

[Visa Applicant's Name] is planning to visit Vietnam from [Start Date] to [End Date] for [specific reason for visit, e.g., tourism, business, family visit]. During their stay, I will ensure that they have adequate accommodation and financial support.

I guarantee that [Visa Applicant's Name] will comply with all Vietnamese laws and regulations during their stay. I appreciate your kind consideration of this sponsorship request.

Thank you for your attention to this matter. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title (if applicable)]