

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]  
Subject: Application for Vietnam Work Visa

Dear Sir/Madam,

I am writing to apply for a work visa to Vietnam. I have received an offer for employment from [Company Name], located in [City, Vietnam], to work as [Your Job Title].

Please find enclosed the required documents for my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Job offer letter from [Company Name]
5. Letter of sponsorship from my employer
6. [Any additional documents, if applicable]

I kindly request your assistance in processing my visa application, and I am looking forward to your positive response. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]