

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

Dear [Visa Officer's Name/To Whom It May Concern],  
I am writing to support the visa application of Xuan [Last Name], who is applying for a [Type of Visa] visa to [Country]. Xuan intends to [briefly explain purpose, e.g., attend university, visit family, etc.].

I can attest that Xuan is a responsible individual and has [mention any relevant qualifications or reasons for their visit]. I assure you that Xuan will adhere to all visa regulations and return to [Home Country] after their visit.

Please feel free to contact me if you have any questions or require further information.

Thank you for considering this application.

Sincerely,

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