

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

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

Subject: Visa Confirmation for Xuan

Dear [Consular Officer's Name or "Sir/Madam"],
I am writing to confirm the visa application process for Xuan [Last Name], holder of passport number [Passport Number].

Details of the applicant are as follows:

- Full Name: Xuan [Full Name]
- Nationality: [Nationality]
- Date of Birth: [Date of Birth]
- Purpose of Visit: [e.g., Tourism, Business, Study]
- Duration of Stay: [Number of Days/Months]

We have submitted all the necessary documents required for the visa application, including [mention key documents, e.g., financial proof, invitation letter, travel itinerary].

Please let us know if any further information or documentation is needed to facilitate the processing of the visa.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]