

[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 Application for Xuan [Last Name]

Dear [Consulate/Embassy Officer's Name],

I am writing to support the visa application of Xuan [Last Name], who is applying for a visa to [Country Name]. As [his/her/their] [relationship to you, e.g., friend, relative, employer], I can confirm that [he/she/they] intends to visit [purpose of visit, e.g., tourism, family visit, business] from [start date] to [end date].

Xuan will be staying at [accommodation details] and plans to explore [mention cities or attractions]. I assure you that [he/she/they] will return to [home country] after [his/her/their] visit.

Please find attached [any supporting documents, e.g., proof of relationship, itinerary, financial support details].

Thank you for considering Xuan's visa application. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]