

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

Dear Visa Officer,

I am writing to support the visa application of my friend, Xuan [Last Name], who is planning to [mention purpose of visit, e.g., attend a conference, visit family, etc.] in [Country] on [dates of travel]. I have known Xuan for [mention duration of your relationship] and can attest to their character and intentions.

Xuan is a responsible individual who respects the laws and customs of the countries they visit. During their time in [Country], they will be staying with me at [provide your address during their stay] and I will ensure they have all necessary support.

Please feel free to contact me at [your phone number] or [your email address] for any further information you may require. I greatly appreciate your consideration of Xuan's visa application.

Thank you for your time and assistance.

Sincerely,
[Your Name]