

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

[Consulate's Name]  
[Consulate's Address]  
[City, State, Zip Code]

Dear [Consulate's Name or Visa Officer],

I am writing to formally request the approval of a visa for [Xuan's Full Name], who is applying for a [type of visa] to [destination country].

This letter serves as a personal endorsement of [Xuan's Name] and outlines the reasons why their visa application should be approved.

[Start with a brief introduction about Xuan - their background, purpose of visit, and any connections they have in the destination country. Mention their character, integrity, and the reasons why they are a reliable individual.]

[Xuan's Name] has plans to [specific activities, events, or purposes of the visit such as attending a conference, conducting business meetings, visiting family, etc.]. This trip is significant because [explain the importance of the trip and its benefits to Xuan, their home country, or the destination they are visiting].

Additionally, [Xuan's Name] has a strong commitment to returning to [his/her/their home country] after their visit. [Include information about their ties, such as family, job, education, or property]. These connections demonstrate [Xuan's Name]'s intent to comply with all visa regulations and return home upon completion of their trip.

In conclusion, I respectfully urge you to consider this application favorably. Granting [Xuan's Name] a visa will not only benefit [him/her/them] personally but also foster [briefly mention a positive impact, such as cultural exchange, business opportunities, etc.]. Thank you for your time and consideration.

Sincerely,

[Your Name]  
[Your Signature if sending a hard copy]  
[Your Contact Information]