

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

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

Dear Sir/Madam,

Subject: Visa Application for Xuan [Full Name]

I am writing to formally support the visa application of Xuan [Last Name], who intends to [briefly state the purpose of the visit, e.g., attend a conference, visit family, etc.].

[Provide a short paragraph detailing your relationship with Xuan, the purpose of their stay, and any relevant information that demonstrates their intent to return to their home country.]

Xuan has assured that they will comply with all visa regulations and return to [his/her] home country upon the completion of [his/her] visit.

Thank you for considering this application. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization, if applicable]  
[Your Signature (if sending a hard copy)]