

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

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

Dear [Consul General/Specific Title],

I am writing to formally request a visa for travel to [Xuan] for the purpose of [state purpose: tourism, business, study, etc.] from [start date] to [end date].

In support of my visa application, I have included the following documents:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Any additional documents, e.g., flight itinerary, accommodation details, financial statements, etc.]

I assure you that I will comply with all regulations during my stay and will return to [your home country] before the expiration of my visa.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,  
[Your Name]