

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

Vietnamese Embassy/Consulate

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

Subject: Visa Application Request

Dear Sir/Madam,

I am writing to request a visa to visit Vietnam for [purpose of visit, e.g., tourism, business, family visit] from [start date] to [end date]. I am a [your nationality] citizen and currently residing in [your country of residence]. My passport number is [your passport number], and it is valid until [expiry date].

[Provide any additional details about your planned stay, such as places you intend to visit or the nature of your business.]

Enclosed are the required documents for my visa application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Any other required documents]

I hope for your favorable consideration of my request. If you need further information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]