

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, ZIP Code]
Subject: Visa Application for Vietnam

Dear Sir/Madam,

I am writing to formally request a visa to visit Vietnam for [insert reason for visit, e.g., tourism, business, family visit] from [start date] to [end date].

I have attached all required documents, including:

- Completed visa application form
- Passport-sized photographs
- Copy of my passport
- Flight itinerary
- Proof of accommodation
- [Any additional documents, e.g., financial statements, travel itinerary]

I assure you of my intention to abide by the laws and regulations of Vietnam during my stay. Should you require any further information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]