

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

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

Dear [Recipient Name],

Subject: Application for Vietnam Visa

I am writing to formally submit my application for a visa to visit Vietnam. Please find enclosed the required documents for your review:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of passport (valid for at least six months)
4. Proof of travel itinerary (flight reservations)
5. Proof of accommodation (hotel bookings)
6. Visa fee payment receipt

I kindly request you to process my application at your earliest convenience. Should you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]