

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your sponsorship for my Vietnam visa application. I intend to visit Vietnam for [purpose of visit] from [start date] to [end date].

I assure you that I will adhere to all necessary regulations and requirements while in Vietnam. Your support in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position/Title, if applicable]