

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

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

Dear [Consul/Consular Officer's Name],

Subject: Application for Vietnam Visa

I am writing to submit my application for a [type of visa, e.g., tourist/business] visa to Vietnam. I am planning to visit Vietnam from [start date] to [end date] for [brief purpose of visit].

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport (valid for at least six months beyond my intended stay)
4. Flight itinerary
5. Hotel reservation/Accommodation details
6. [Any additional documents, e.g., an invitation letter, financial statements, etc.]

I kindly request your assistance in processing my visa application. I am looking forward to exploring the rich culture and beauty of Vietnam. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]