

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your assistance in obtaining a work visa for my upcoming employment opportunity in Vietnam.

I have been offered a position as [Your Job Title] at [Company/Organization Name] starting on [Start Date], which presents an exciting chance to contribute to [briefly explain the project or purpose of work].

To facilitate my relocation and ensure a smooth transition, I kindly ask for your support in processing my work visa application. I have attached all necessary documents, including my employment contract, passport copy, and any additional forms required.

I am looking forward to immersing myself in the Vietnamese culture and contributing to [Company/Organization Name]'s success. Should you need any further information or documentation, do not hesitate to contact me. Thank you for your attention to this matter. I appreciate your assistance and look forward to your prompt response.

Warm regards,

[Your Name]
[Your Job Title]
[Company/Organization Name]