

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

The Embassy/Consulate of Vietnam

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Application for Business Visa

Dear Sir/Madam,

I am writing to formally apply for a business visa to Vietnam. My name is [Your Full Name], and I am currently employed as [Your Position] at [Your Company Name] located at [Company Address].

The purpose of my visit is to [briefly state the purpose of your business trip, e.g., attend meetings, conduct business negotiations, participate in a conference, etc.]. I plan to visit Vietnam from [start date] to [end date].

Enclosed, please find the necessary documents to support my visa application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Invitation letter from [Vietnamese company/organization]
5. Proof of accommodation in Vietnam
6. Any other supporting documents

I appreciate your consideration of my application. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]

[Your Company Name]