

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

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

Dear Sir/Madam,

Subject: Application for Tourist Visa to Vietnam

I am writing to formally request a tourist visa to Vietnam for [duration of stay, e.g., two weeks] from [start date] to [end date]. I plan to visit [cities or regions you intend to visit] for tourism purposes and to experience the rich culture and heritage of your beautiful country.

I have attached the necessary documents to support my application, including:

- Completed visa application form
- Passport-sized photographs
- A copy of my passport
- Travel itinerary and flight details
- Accommodation bookings
- Proof of financial means

Please let me know if you require any additional information or documentation. I look forward to your kind consideration of my visa application.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]