

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

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

Subject: Explanation for Vietnam Visa Application

Dear [Consulate/Embassy Official's Name],

I am writing to provide an explanation for my application for a Vietnam visa, submitted on [date of application].

I am planning to visit Vietnam from [start date] to [end date] for [purpose of visit, e.g., tourism, business, family visit]. During my stay, I intend to [briefly outline activities planned, e.g., explore cities, attend meetings, visit family].

To support my application, I have attached the following documents:

1. Passport copy
2. Completed visa application form
3. Recent passport-sized photographs
4. [Any additional supporting documents, e.g., travel itinerary, hotel bookings, invitation letter, etc.]

I kindly request your assistance in processing my application as soon as possible. Thank you for your attention and understanding.

Sincerely,

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