

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

Consulate General of Vietnam

[Consulate Address]
[City, State, ZIP Code]

Subject: Application for Vietnam Visa

Dear Sir/Madam,

I am writing to formally request a visa to visit Vietnam for [purpose of visit, e.g., tourism, business, family visit] from [start date] to [end date].

I have attached the required documents, which include:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Travel itinerary (if applicable)
5. Proof of accommodation in Vietnam
6. Any additional documents required

Please let me know if you require any further information or documentation to process my application.

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]