

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

[Visa Processing Office or Embassy Name]
[Address of the Embassy/Consulate]
[City, State, Zip Code]

Subject: Inquiry Regarding Vietnam Visa Application Status

Dear [Visa Officer's Name or "To Whom It May Concern"],
I hope this message finds you well. I am writing to inquire about the status of my Vietnam visa application submitted on [application submission date].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Application Reference Number: [Your Application Reference Number, if applicable]

I would greatly appreciate any updates regarding my application status, as I am planning to travel to Vietnam on [planned travel date].

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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