

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

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

Subject: Visa Application Support for [Applicant's Full Name]

Dear Sir/Madam,

I am writing to support the visa application of [Applicant's Full Name], who is applying for a [type of visa] to visit Vietnam from [start date] to [end date].

[Briefly explain your relationship with the applicant and the purpose of their visit. Mention any relevant details such as planned activities or events.]

I can confirm that [Applicant's Full Name] has the necessary financial means to support their stay in Vietnam and will comply with all local laws and regulations during their visit.

Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title, if applicable]