

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

Visa Office

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

Dear Sir/Madam,

Subject: Request for Assistance with Vietnam Visa Application

I hope this letter finds you well. I am writing to request assistance regarding my application for a visa to Vietnam. I am planning to visit Vietnam for [mention purpose: tourism, business, family visit, etc.] from [start date] to [end date].

In order to facilitate my visa application, I would appreciate your guidance on the necessary documentation and the application process. Specifically, I would like to inquire about [any specific questions you have regarding the visa application process].

Additionally, I have attached copies of my [mention any attached documents, e.g., passport, travel itinerary, etc.] for your reference. Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

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