

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Visa Office Name]
[Embassy/Consulate of Vietnam]
[Embassy/Consulate Address]
[City, State, ZIP Code]

Dear [Visa Officer's Name or "Sir/Madam"],

Subject: Inquiry Regarding Vietnam Visa Application

I hope this letter finds you well. My name is [Your Name], and I am planning to visit Vietnam for [specific purpose: tourism, business, etc.] from [start date] to [end date]. I am writing to inquire about the visa application process and the necessary documentation required for my trip. As I prepare for my visit, I would like to clarify the following points:

1. The types of visas available for my intended purpose.
2. The required documentation and any specific forms that need to be completed.
3. The processing time for the visa application.
4. The applicable fees.
5. Any additional information or requirements that I should be aware of.

I would greatly appreciate your guidance and assistance in this matter. I look forward to your prompt response.

Thank you for your attention.

Sincerely,

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