

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

[Recipient's Name]
[Recipient's Title]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Vietnam Visa

I am writing to formally request a visa to travel to Vietnam for
[specific purpose, e.g., tourism, business, study] from [start date] to
[end date].

I plan to stay at [hotel/host family/place of residence] during my visit.
I have attached all necessary documents, including my passport copy,
completed visa application form, itinerary, and proof of financial means.
Please let me know if you require any further information or additional
documents. I appreciate your attention to this matter and look forward to
your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]