

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

Dear Sir/Madam,

I am writing to apply for a visa to visit Vietnam. My travel dates are from [Start Date] to [End Date]. The purpose of my visit is [Tourism/Business/Family Visit, etc.].

Enclosed with this letter are the required documents for my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport
4. Proof of accommodation
5. Flight itinerary
6. [Any other documents you wish to include]

Please let me know if you require any further information. Thank you for considering my application. I look forward to your positive response.

Sincerely,
[Your Name]