

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

To Whom It May Concern,

I, [Your Name], residing at [Your Address], am writing to formally invite [Guest's Name], who is currently residing at [Guest's Address], to visit Vietnam from [Start Date] to [End Date].

The purpose of the visit is [briefly state the purpose, e.g., tourism, business meetings, family visit]. During their stay, [Guest's Name] will be accommodated at [Accommodation Details].

I guarantee that I will be responsible for their stay in Vietnam, including financial support and all relevant expenses.

Please find my identification and additional details attached for your reference.

Thank you for considering this invitation.

Sincerely,

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