

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

Dear Visa Officer,

I am writing to formally request a transit visa for my upcoming trip through Vietnam. My name is [Your Full Name], and I am a citizen of [Your Country]. I will be traveling to [Final Destination] with a planned stopover in Vietnam on [Date of Arrival].

The specifics of my travel itinerary are as follows:

- Arrival in Vietnam: [Date and Time]
- Departure from Vietnam: [Date and Time]
- Flight details: [Flight Number and Airline]
- Duration of stay: [Number of hours/days]

My transit through Vietnam is essential for my journey as I will be connecting to a flight to [Final Destination]. During my brief stay, I do not intend to leave the airport, and I will adhere to all regulations and guidelines to ensure a smooth transit.

Furthermore, I have enclosed the following documents to support my application:

1. A copy of my flight itinerary
2. A copy of my passport (valid for at least six months)
3. Evidence of onward travel (boarding pass for the next flight)
4. Any additional documents required by your office

I appreciate your attention to my request and look forward to your favorable response. Should you need any further information or clarification, please do not hesitate to contact me via the details provided above.

Thank you for considering my application.

Sincerely,

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