Date: dd/mm/yyyy

To:

The visa officer,

The Embassy of the Socialist Republic of Vietnam /Vietnam Consulate General of the Socialist Republic of Vietnam

New Delhi, Mumbai.

Dear Sir/Madam,

Sub: Visa request letter for the issuance of ([single / multiple] entry/entries) business visa.

Please add a few lines about your business entity

Mr/Mrs.------------------------ has been working in our organization since (date) and currently designated as -------------------. We hereby state that he/she needs to attend business meetings at our Client/office at (Complete address of the location) from (start date) to (end date).

| Name | Passport No. | Date of Birth | Passport: Issue date | Passport: Expiry date |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

During his/her stay in Vietnam (sponsoring firm) will bear all the travel expenses including flight, meal, accommodation,local transportation and Travel Insurance.

We have enclosed the necessary invite letter and other supporting documents as per the checklist for your reference.We will be obliged if you consider the application and grant visa for the visit.

Please feel free to contact undersigned for any further information that may be required to process the Visa application.

Thank you,

Yours Sincerely,

(Name, with sign seal and contact number,Designation)

Note: - Please update the Blue marked items while printing the letter on the Company letterhead