

(Date)

Consulate General of Vietnam

Dear Sir/Madam:

On behalf of (Full Name of Applicant), we are submitting (his/her) valid passport and required visa application materials. We are requesting a (1Year Multiple Entry /5 Years Multiple Entry ) Business Visa for (applicant). (Ms./Mr.) (Applicant's Last Name) is the (applicant's title) of (applicant's company).

(Applicant's full name) is planning a business visit to Vietnam to (state purpose of visit such as "to attend meetings with parent company"). (He/She) will depart the United States on (date of departure) and will arrive in (location of arrival) on (date of arrival). (He/She) plans to remain in Vietnam for approximately (duration of stay). We would greatly appreciate any assistance you can provide us in expediting this process.

While in Vietnam, (he/she) will be contacting (applicant's name of contact in Vietnam), (contact's title in Vietnam) of (contact's company in Vietnam). (His/Her) phone number is (contact's phone number), and (his/her) address is:

(Contact's address in Vietnam)

(Applicant's company) guarantees that (applicant's full name) will have adequate funds in (her/his) possession, as well as confirmed living accommodations and return transportation. (Applicant's company) also guarantees that (he/she) will not become dependent upon the Government of Vietnam in any way during the course of (his/her) visit.

Thank you for your kind of assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Signer's name)

(Signer's position)