

SAMPLE DIPLOMATIC NOTE REQUESTING UNITED STATES VISAS
FOR OFFICIALS ON TEMPORARY DUTY

The Consular Department of the Ministry of Foreign Affairs of the Socialist Republic presents its compliments to the Embassy of the United States of America in Vietnam and has the honor to request the latter to issue visas to the following official(s).

- A.** (1) **Name and date of birth:** *Nguyen Van A, July 17, 1960*
(2) **Position and title:** *Director General, International Relations Department, Ministry of X*
- B.** (1) **Name and date of birth:** *Nguyen Van B, July 18, 1961*
(2) **Position and title:** *Deputy Director General, International Relations Department, Ministry of Y*
- C.** (1) **Name and date of birth:** *Nguyen Van C, July 20, 1962*
(2) **Position and title:** *Deputy Director General, Investment Department, Ministry of Z*
- (3) Place of assignment or visit:**
- Washington DC
- (4) Purpose of travel:**
- Attend Wind and Renewable Energy Integration Roundtable at the invitation of the United States Department of Energy

(5) Brief description of responsibilities:

- Develop and evaluate policy and procedures related to renewable energy in Vietnam

(6) Travel dates:

- August 1 to August 11, 2014

(7) Anticipated length of stay or tour of duty in the United States:

- 10 days

(8) The names, relationships, and dates of birth of any dependents and other members of household who will be accompanying or joining the principal.

- None.

The Consular Department of the Ministry of Foreign Affairs avails itself of this opportunity to renew to the Embassy the assurances of its highest consideration.

SAMPLE DIPLOMATIC NOTE REQUESTING UNITED STATES VISAS
FOR OFFICIALS ON ASSIGNMENT

The Consular Department of the Ministry of Foreign Affairs of the Socialist Republic presents its compliments to the Embassy of the United States of America in Vietnam and has the honor to request the latter to issue visas to the following official(s).

- (1) **Name and date of birth:** *Nguyen Van A, July 17, 1960*
- (2) **Position and title:** *Official, Americas Department, Ministry of Foreign Affairs*
- (3) **Place of assignment or visit:**
 - *The Consular Section, Embassy of Vietnam in Washington, DC*
- (4) **Purpose of travel:**
 - *Assignment at the Embassy*
- (5) **Brief description of duties:**
 - *Provide Consular Services at the Embassy*
- (6) **Travel date:**
 - *September 1, 2014*
- (7) **Anticipated length of stay or tour of duty in the United States:**
 - *Three years*

(8) The names, relationships, and dates of birth of any dependents and other members of household who will be accompanying or joining the principal.

A. (1) Name and date of birth: *Nguyen Van O, July 17, 1960*

(2) Relationship: *Spouse*

B. (1) Name and date of birth: *Nguyen Van P, July 17, 1990*

(2) Relationship: *Child*

The Consular Department of the Ministry of Foreign Affairs avails itself of this opportunity to renew to the Embassy the assurances of its highest consideration.