Nguyen Thu Linh
Apartment 1204, 18 Lang Ha Street
Giang Vo Ward, Hanoi, Vietnam
Email: linh.nguyen@example.com

Hanoi, 9 August 2027

Embassy of France in Hanoi – Visa Section

Subject: Application for a short-stay Schengen visa (tourism) – Nguyen Thu Linh

Dear Sir or Madam,

I am applying for a short-stay Schengen visa for tourism, for an 11-day stay in France from 14 to 24 September 2027. I will travel alone.

1. Purpose of the trip
I will spend six nights in Paris (14 to 20 September) and four nights in Nice (20 to 24 September), travelling from Paris to Nice by train. The enclosed itinerary sets out each day. This is my first trip to Europe.

2. Accommodation and costs
My hotels are booked for all ten nights, as the enclosed reservations show. I will pay for the trip myself from my salary and savings; my bank statements for the last three months are enclosed. Any medical costs are covered by my travel medical insurance.

3. Employment
Since 2019, I have worked as a senior accountant under an indefinite-term labour contract at Song Hong Logistics Joint Stock Company in Hanoi. My employer has approved my annual leave from 13 to 27 September 2027, as the enclosed leave approval confirms. My labour contract and my last three payslips are enclosed.

4. Ties to Vietnam and return
I am married and the mother of a seven-year-old daughter, who stays in Hanoi with my husband during my trip, as the enclosed marriage and birth certificates show. I will fly back from Nice to Hanoi on 24 September 2027, as the enclosed flight reservation shows, and return to work on 28 September.

I remain at your disposal for any further document or for an interview.

Yours faithfully,

Nguyen Thu Linh

Enclosures:
- Passport, signed France-Visas application form and photographs
- Flight reservation Hanoi–Paris on 14 September and Nice–Hanoi on 24 September 2027
- Travel medical insurance certificate
- Itinerary: Paris, Nice
- Hotel reservations in Paris and Nice
- Bank statements for the last three months
- Labour contract, last three payslips and leave approval
- Marriage certificate and birth certificate of my daughter, with certified translations