To: American Citizen Services, [U.S. Embassy Hanoi / U.S. Consulate General Ho Chi Minh City]
Date: [date]

Subject: Notification of a civil lawsuit involving U.S. citizens in [city], Vietnam

Dear American Citizen Services,

I am writing on behalf of myself [and my co-tenants], all U.S. citizens, to inform the Consulate of a civil lawsuit we have filed in [city] and to ask a few questions. We understand that the Consulate cannot provide legal advice or intervene in Vietnamese court proceedings, and we are not asking for that.

1. U.S. citizens concerned

Name	U.S. passport no.	Current location
[Full name] (plaintiff)	[passport no.]	[city], Vietnam
[Full name]	[passport no.]	[current location]
[Full name]	[passport no.]	[current location]
[Full name]	[passport no.]	[current location]

2. Summary of the matter

- Lease: [apartment address]; term [start date] to [end date]; security deposit [amount]. Landlord: Mr./Ms. [landlord's name].

- On [date], while the lease was still in effect, the landlord [describe the breach, e.g. changed the apartment's lock code without notice]. The deposit has not been returned.

- Our lawsuit petition was sent by [courier] (waybill no. [.....]) and delivered to the People's Court of [Area ...] - [city] on [date]. A notice of the lawsuit was delivered to the landlord on [date]; [the landlord has not responded]. We are waiting for the court's decision on accepting the case.

- We are assisted by a Vietnamese interpreter/translator.

3. Our requests

(a) Please note this matter in the Consulate's records.

(b) If we encounter procedural difficulties as foreign parties (for example, regarding an interpreter or unusual delays), which Vietnamese authorities should we contact, and is there any assistance the Consulate can provide?

(c) [Name of a co-tenant] is in the United States. What are the steps for them to sign a power of attorney in the U.S. that a Vietnamese court will accept?

(d) If any of us must leave Vietnam before the case ends, can the Consulate notarize a power of attorney for use in Vietnam, and how do we book that service?

4. Contact

[Full name] - Phone: [phone] - Email: [email]
Address: [contact address in Vietnam]

Please contact us by phone or email at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Full name]

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