

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Australian Embassy/Consulate]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Business Visa

I am writing to support the application for a business visa for  
[Visitor's Full Name], a representative of [Visitor's Company Name].  
[He/She/They] intend to visit Australia from [start date] to [end date]  
for the purpose of [briefly explain the purpose of the visit, e.g.,  
attending meetings, conferences, negotiating contracts, etc.].

[Provide a brief overview of your company and its business operations.]  
During [his/her/their] stay, [Visitor's Name] will be engaging in  
[specific activities planned, e.g., meetings with clients, attending  
industry events]. We believe this visit is essential for enhancing our  
business relationship and exploring new opportunities in Australia.  
We will be responsible for [Visitor's Name]'s accommodation and travel  
expenses during [his/her/their] stay in Australia.

Please find attached all necessary documents to support the visa  
application, including [list of documents, e.g., passport copy,  
invitation letter, itinerary, etc.].

Thank you for considering this application. We appreciate your assistance  
in facilitating [Visitor's Name]'s travel to Australia.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company Name]