

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Department of Home Affairs]
[Office Address]
[City, State, Postcode]

Subject: Application for Australian Visa [Type of Visa]

Dear [Recipient's Name],

I am writing to formally apply for an Australian visa [specify type, e.g., Tourist Visa, Work Visa] to visit/stay in Australia. Below are the details pertinent to my application:

1. ****Personal Information****

- Full Name: [Your Full Name]
- Date of Birth: [DD/MM/YYYY]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Date of issue: [Date of Issue]
- Date of expiry: [Date of Expiry]

2. ****Purpose of Visit****

- Clearly state the reason for your visit, e.g., tourism, business, family reunion, etc.
- Duration of stay: [Number of days/weeks]
- Proposed arrival date: [DD/MM/YYYY]
- Proposed departure date: [DD/MM/YYYY]

3. ****Supporting Documents****

I have attached the following documents to support my application:

- Completed visa application form
- Passport-sized photographs
- Copy of my passport
- Proof of funds (bank statements)
- Travel itinerary
- Accommodation details
- [Any other relevant documents]

4. ****Financial Support****

- I am financially capable of supporting myself during my stay in Australia, as demonstrated by the attached bank statements summarizing my financial situation.

5. ****Health Insurance****

- I have secured health insurance to cover my medical expenses during my stay in Australia (attach proof if applicable).

6. ****Declaration****

I declare that the information provided in this application is true and complete to the best of my knowledge.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]