

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Department of Home Affairs]
[Visa Application Center Address]
[City, State, Postcode]
Subject: [Subject of the Letter]
Dear [Recipient's Name/Title],
[Body of the letter]
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]