

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Department of Home Affairs]
[Address]
[City, State, Postcode]

Dear [Recipient's Name],

Subject: Application for Australian Visa

I am writing to express my intent to apply for an Australian visa [specify type, e.g., Visitor Visa, Student Visa, etc.] and to provide any additional information necessary to support my application.

[Briefly introduce yourself and your purpose for visiting/studying in Australia.]

I plan to [explain your plans, e.g., visit family, study at a university, travel for tourism, etc.]. The intended dates of my visit are from [start date] to [end date].

[Include any supporting details such as financial stability, ties to your home country, or itinerary.]

I have attached the relevant documents to support my application, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I appreciate your consideration of my application and look forward to your positive response. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Signature (if submitting a hard copy)]