

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

Department of Home Affairs
[Relevant Office Address]
[City, State]
[Zip Code]

Subject: Submission of Visa Application for Queensland

Dear Sir/Madam,

I am writing to formally submit my application for a [specific visa type, e.g., Skilled Independent Visa (subclass 189)] to reside in Queensland.

Enclosed with this letter are the required documents as per the guidelines provided by the Department of Home Affairs.

Below is a list of the documents included in my application:

1. Completed Application Form (Form number)
2. Valid Passport Copy
3. Birth Certificate
4. Proof of English Proficiency (IELTS test results)
5. Skills Assessment Outcome
6. Employment References
7. Character Documents (police clearance)
8. Health Documents (medical examination results)
9. Other Relevant Supporting Documents

I kindly request that you process my application at your earliest convenience. Should you require any additional information or documents, please do not hesitate to contact me at the details provided above.

Thank you for your attention to my application.

Sincerely,

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