

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

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

Dear [Recipient Name],

Subject: Sponsorship for [Applicant's Name] - [Visa Type]

I am writing to formally sponsor [Applicant's Name] for a [Visa Type] to immigrate to Queensland, Australia. As a [your relationship to the applicant, e.g., employer, family member, etc.], I am committed to supporting [him/her/them] throughout the immigration process.

Details of the applicant:

- Full Name: [Applicant's Name]
- Date of Birth: [Date of Birth]
- Nationality: [Nationality]
- Occupation: [Occupation]

As a resident of Queensland, I believe [Applicant's Name] will contribute positively to our community and workforce. [Provide a brief explanation of why you are sponsoring the applicant, including their skills, qualifications, and potential contributions to Queensland.]

I understand the responsibilities associated with being a sponsor, and I am prepared to provide [Applicant's Name] with the necessary support during [his/her/their] transition to life in Queensland.

Please find attached the required documentation, including [list documents you are attaching, e.g., proof of residency, relationship evidence, financial support documents].

Thank you for considering my sponsorship of [Applicant's Name]. I am available for any further information or clarification you may need.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position/Title (if applicable)]

[Your Organization (if applicable)]