

Covering Letter for Tourist/Business Visa Application – Australia

To,
The Visa Officer
Australian High Commission
[Consulate name – e.g., New Delhi]

Subject: Covering Letter for [Tourist / Business] Visa Application

Dear Sir/Madam,

I, **[Applicant's Full Name]**, holding passport number **[XXXXXXXXXX]**, am writing to submit my application for a **[tourist/business] visa** to visit Australia from **[Start Date] to [End Date]**. The purpose of my visit is purely [touristic/business-related]. During my stay, I will be [staying with a friend/family member at their residence in Australia / staying at a hotel], and I have made necessary arrangements for accommodation and travel.

My passport details are as below:

Name	Passport No.	Place of Issue	Date of Expiry	Date of Birth

I have previously travelled to several countries including [Country 1, Country 2, Country 3, etc.], and returned to my home country after each visit without any overstay. I currently hold valid visas for [e.g., United States, United Kingdom, Schengen Zone, etc.], which further supports my strong travel history and intention to comply with all immigration regulations.

I am a [working professional/business owner] with strong economic and social ties in my home country. I fully understand the conditions of an Australian [tourist/business] visa and assure you that I have no intention of overstaying my visit. I will leave Australia before the visa expires and abide by all rules.

Please find below the list of supporting documents submitted along with this application:

- Visa Application Form
- Valid Passport
- Recent Passport-sized Photographs
- Travel Itinerary and Accommodation Details
- Travel Insurance
- Financial Proofs (Bank Statements, Income Tax Returns)
- Invitation Letter from Australia
- Employment Letter / Business Registration Certificate
- Copies of Valid Visas and Past Travel Stamps

Thank you for considering my application. I am hopeful for a favorable response and am available for any further information you may require.

Warm regards,

[Signature]

[Applicant's Full Name]

[Email Address]

Invitation Letter for Tourist/Business Visa Application – Australia

To,
The Visa Officer
Australian High Commission
[Consulate name – e.g., New Delhi]

Subject: Invitation Letter for [Tourist / Business] Visa Application

Dear Sir/Madam,

I, **[Inviter's Full Name]**, currently residing at **[Full Address in Australia]**, am writing to invite **[Invitee's Full Name]**, holding passport number **[XXXXXXXXXX]**, to visit Australia for a short-term [tourist/business] purpose. The intended travel dates are from **[Start Date]** to **[End Date]**.

My passport details are as below:

Name	Passport No.	Place of Issue	Date of Expiry	Date of Birth

For a tourist visit, [he/she/they] is my [relation – e.g., cousin, close friend], and the purpose of this visit is to spend time together and explore the beauty of Australia. During the stay, [he/she/they] will reside with me at my above-mentioned address. I assure you that I will take full responsibility for accommodation and general expenses during the visit, and [he/she/they] will return to [his/her/their] home country before the visa expires.

For a business visit, [Invitee's Full Name] represents [Company Name] and has been invited to visit our office in Australia to attend meetings, consultations, and business-related events. The purpose of the visit is purely professional, and no employment will be undertaken. All arrangements related to accommodation, transportation, and business activities have been organized.

[He/She/They] has a sound travel history and I am confident will comply with all Australian immigration rules. Please find enclosed a copy of my [passport/PR/citizenship/visa] as proof of legal residency in Australia.

Should you require any further information or clarification, feel free to contact me.

Warm regards,

[Signature]

[Inviter's Full Name]

[Position – if business]

[Company Name – if applicable]

Phone: [Phone Number]

Email: [Email Address]