



DIY - Partner Visa Package

Cover Letter Template



How to Use this Document: Insert or remove information in **Bold or Red** that does or does not apply to you or your partner. Use this cover letter to summarise your application. **Also compare this document to the completed 'Sample Cover Letter' included in your package.**

Mr/Mrs – Visa Applicant's Full Name

Mr/Mrs – Australian Partner/Sponsors' Full Name

Address

Ph:

Email:

30 August 2023

Dear Case Officer

RE: Partner Visa and Sponsorship Applications

This is with reference to my current Partner Visa and Sponsorship applications lodged on Insert Date - Day/Month/Year.

I, Mr/Ms - Visa Applicant's full name, am the visa applicant in this application and I



Birth Certificate) ...outline the document you are unable to provide and the reason you are unable to provide it... I am waiting to receive the document and will provide it to the department as soon as I have received it. I expect to be able to provide this document by **Insert DATE**.

- I made a mistake in my online application...**Outline the mistake and what question it was in.... Give reason why you made the mistake, eg misunderstanding the question or simple error... Give the correct answer...**I have completed the online form 'Notification of incorrect answer' to correct this error.
- I am unclear as to my exact**travel, employment, address dates or any other details** I am unsure of the exact details because... **outline the reason/s why you don't have or are unable to get the information....** I have provided the information as best I can from memory. ... **Outline any information you left out in your application here. (If you have a large travel history with a lot of gaps in information you can provide a separate word or excel sheet with your travel details, attach it to your online application and make reference to it in this statement here.)**
- I expect my circumstances **and/or....** my partners circumstances to change shortly (**outline the change that is expected to happen shortly - moving address, new employment, new contact details etc**) ... I will inform the department as soon as this change occurs with the required online Form. ... **'Notification in Change in Circumstances'**.



- FaceTime
- WhatsApp
- Instagram

Visa Applicant's Documents - Strike out/delete where not relevant to you below

- 1 Passport Photo
- Copy of Passport ID page
- Copy of Birth Certificate
- **Copy of Divorce Decree or Death Certificate** (If have previously been married)
- **Copy of Evidence of Name change** (If have changed your name by Marriage or Deed Poll)
- **Copy of Military Service Records or Military Discharge Papers** (If you have served in the Armed Forces of any country)

Partner/Sponsor's Documents - Strike out/delete where not relevant to you below

- 1 Passport Photo
- Copy of Passport ID page
- Copy of Birth Certificate
- Copy of Evidence of Income and Employment for the previous 2 years – **Either of the following:**
 - Group Certificates/Income Tax Assessment Notice or
 - Payslips/ Letter from your Employer confirming length of employment and annual salary or
 - Accountant Letter/business records (for those that are Self-employed)

