

To,

**Consulate of Australia**

16th Floor, Al Muhairy Centre - Zayed  
The First St - Abu Dhabi - United Arab  
Emirates

**Mar 31, 2023**

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<https://onelink.to/vfbcch>

**Subject:** Approval of my Business Visa with Australian Consulate

Dear Sir/Madam,

I would like to visit Australia for business between Jul 9, 2023 and Jul 13, 2023 .

**Travel Purpose:** Business meet

As United Arab Emirates citizen, I need to get a Business Visa for the same. This would explain the details of my trip and make a case for the issuance of my visa.

- **Jul 9, 2023 : Creating a preliminary agenda**
- **Jul 10, 2023 : Set and fill roles**
- **Jul 11, 2023 : Solicit advice and opinions**
- **Jul 12, 2023 : Choose a format**
- **Jul 13, 2023 : Finalize the agenda and send out resources**

I am currently working at Al-Zamia as CEO I am the bearer of the expense of this trip

I am following the requirements as mentioned on the Australian consulate website.

Please find enclosed the following documents to support my Business Visa application :

- **My latest ITR which have been filed till date**
- **Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site**

- Proof of my leave approval from my employer
- Hotel bookings made for this trip.
- My employment contract
- Duly filled visa application form
- Attested bank statement of last 6 months
- Proof of a healthy business relationship between my company and the inviting company
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Photos as per visa specification
- Proof of Invitation from my host
- Original and copy of my passport with minimum 6 months validity
- Invitation letter from the inviting company in your country.

I trust you will find that everything is in order. If you need to contact me for further clarification or additional details on my application my details are below.

I look forward to hearing from you.

Sincerely,

\_\_\_\_\_ Date: Mar 31, 2023

*(Dawood)*

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