

Date:

Visa Officer  
Australian High Commission  
25 Napier Rd  
Singapore 258507

**LETTER OF EXPLANATION**

Dear Visa Officer,

EXPLANATION why the helper is needed for the trip.  
Look after the young / old and details.  
Details of travellers – young/old  
When is the expected trip and where in Australia.

Who will borne and be responsible for the trip.  
I agree to pay all the necessary expenses to be incurred during her trip to Japan.

Thank you.

Yours sincerely,

sign

Name:  
Passport : AB1234567C  
Tel : 12345678