

COMPANY LETTERHEAD

SAMPLE BUSINESS FOR BRAZIL

DATE

-
Consulate of Brazil

Washington, DC

Dear Sir or Madam,

This letter is to introduce TRAVELER'S NAME, who holds the position of POSITION with COMPANY NAME.

TRAVELER'S NAME is planning to visit Brazil from DATE to DATE for business meetings with: NAME OF THE SPONSORING COMPANY.

Name and address of our contact in Brazil is:

CONTACT NAME

CONTACT ADDRESS

CONTACT PHONE

TRAVELER'S NAME will represent U.S. COMPANY'S NAME in the meeting. The meetings will include discussions of TOPIC MUST BE EXPLAINED IN DETAIL in support of TRAVELER'S NAME business interests in Brazil. TRAVELER'S NAME will not be providing any technical support nor assistance while in Brazil.

We respectfully request that you grant TRAVELER'S NAME a business visa valid for SINGLE/DOUBLE/MULTIPLE journeys to Brazil.

U.S. COMPANY NAME guarantees round-trip transportation, financial support and good moral conduct for TRAVELER'S NAME. During the course of his/her visit, TRAVELER'S NAME will fully observe the laws of Brazil. If you require any further information please do not hesitate to contact us at your convenience.

Thank you in advance for your assistance in granting this visa request.

Sincerely,

(MUST BE SIGNED BY SOMEONE OTHER THAN THE APPLICANT)

NAME OF PERSON SIGNING THE LETTER

POSITION