

(COMPANY LETTERHEAD)

(DATE)

Consulate General of Brazil

**RE: Brazilian Business Visa for Mr./Mrs. (Applicant's name)**

This is to introduce **Mr./Ms. \_\_(Applicant's name)\_\_\_** who is employed by **\_\_(Company)\_\_\_\_\_** as **\_\_(Job title)\_\_\_**. (Describe the Nature of the U.S. company's business)

**Mr./Ms \_\_(Applicant's name)\_\_\_** will be going to Brazil for business meetings (Describe nature of business and activities to be conducted in Brazil). **Mr./Ms \_\_(Applicant's name)\_\_\_** will be visiting (inform name(s) and address(es) of Brazilian company(ies) with which applicant is going to deal/negotiate with). He/She will be meeting with (Inform Name(s) of person(s) to be contacted in Brazil, phone number(s) and his/her/their functions with the Brazilian company(ies))

**Mr./Ms \_\_(Applicant's name)\_\_\_** plans to travel to Brazil on **\_(date)\_** and stay there until **\_(date)\_**.

Based on our experience, we feel confident that **Mr./Ms \_\_(Applicant's name)\_\_\_** will maintain a high degree of integrity while in your country. With this in mind, our company will assume full financial responsibility for **his/her** trip and insure **him/her** a round-trip transportation to and from Brazil, as well as all local expenses.

**Mr./Ms \_\_(Applicant's name)\_\_\_** will provide no technical services and has no intention to immigrate to Brazil.

Should you need any additional information, please feel free to contact me at \_\_\_\_\_.

Sincerely,

(Signature)  
(Name)  
(Title)

