<<<YOUR COMPANY’S LETTERHEAD>>>

To: Consulate General of Brazil

(DATE)

To whom it may concern:

This letter is to confirm that Mr./ Mrs. (First and Last Names) is one of our employees who is engaged as a(n) (Position) for (Your Company Name). Mr./ Mrs. (Your Last Name) has been with (Your Company) for the last (# of) years, and will be traveling to (city), (country) from (date of entry) to (date of exit) for total of (# of) of days to conduct the following business activities:

(Detail as much as possible the business to be conducted)

While in your country, Mr./Mrs. (Last Name) will visit (Person name), (Person Title), (Visiting Company’s Name, Address, and Phone Number).

Mr./Mrs. (Last Name) will be staying at (hotel name, address, and phone number) during the trip. (Company Name) hereby guarantees sufficient funds for Mr./ Mrs. (First and Last Names) stay, as well as accommodation, round trip air transportation, and full medical insurance coverage.

While in Brazil, no technical assistance or work will be provided. Mr./ Mrs. (First and Last Names) has no intention of immigrating to Brazil and will maintain his residency in the United States.

Therefore, I kindly ask to issue Mr./ Mrs. (First and Last Names) (type (e.g. Business 10 year, multi-entry) visa at your earliest convenience. Thank you for your assistance. Please contact me should you have any questions.

Sincerely,

(Senior Manager- VP or higher signature)

(Senior Manager’s Name and Last Name)

(Title)

(Phone Number)