

*Your Company Letterhead*

*Date*

ATTN: Consulate General of Brazil

RE: Visa for *Name of Traveler*

To Whom it May Concern:

*Name of Traveler*, of *Name of Company/Organization* will be traveling to Brazil from *Date to Date*. In Brazil, *Name of Traveler*, will be doing business development and will be having meetings with potential Brazilian business partners. The objective of the visit to Brazil by *Name of Traveler* is strictly for business meetings not involving any technical assistance, and will not exceed the legally authorized stay per visit.

*Company/Organization name* will be financially and morally responsible for *Name of Traveler* during *his/her* stay in Brazil, and we assure you that *Name of Traveler* will abide by all of Brazil's laws in force. We request your assistance in expediting *Name of Traveler's* visa application. *Name of Traveler* will maintain *his/her* residency in the United States and has no intention to emigrate to Brazil.

Your attention is greatly appreciated.

Sincerely,

*Name of Contact*

*Title at Company/Organization*

*Contact Information*