

Your Company Letterhead

Date: ***Insert 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.

Name of company/organization 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 assistance is greatly appreciated.

Sincerely,

Name of Contact
Title at Company/Organization
Contact Information