

Company Letterhead

Today's Date

Brazilian Consulate

Dear Sirs:

The purpose of this letter is to introduce "traveler name", "position within the company", for "company name", who is applying for a business visa. He will be traveling to Brazil on (date of entry) and will return on (date of return) to attend business meetings.

"Traveler Name" will be participating in meetings at "Name and address of the company in Brazil". "Traveler Name" will be meeting with "Name of inviter in Brazil". The meetings will be held to discuss "topic of the meetings".

"Traveler Name" will not be conducting any technical activities while in Brazil. "Name of Company" will be financially responsible for all of "Traveler's Name" expenses during his travel to Brazil. If you have any questions or concerns please let us know.

Respectfully,

Supervisor's Name and Signature are required (Signature must be original)
Title within the Company