

EMBASSY/CONSULATE GENERAL OF BRAZIL  
(EMBASSY/CONSULATE ADDRESS IS NOT NECESSARY)

To whom it may concern:

This is to inform you that Mr. /Ms. /Mrs. \_\_\_\_\_ has been  
working for \_\_\_\_\_ as \_\_\_\_\_ since  
\_\_\_\_\_. He/she will be traveling to Brazil on behalf of our company to meet  
with \_\_\_\_\_ of \_\_\_\_\_ located at  
\_\_\_\_\_ to \_\_\_\_\_.  
\_\_\_\_\_

He / She will be entering Brazil on or about \_\_\_\_\_ and \_\_\_\_\_  
will be financially responsible for \_\_\_\_\_ for the duration of  
his/her stay in Brazil including the return airfare to the United States. He/She will neither  
perform any technical work nor will be remunerated (paid for services rendered) from  
Brazilian Sources.

He/she will abide by all laws in force in Brazil and our company will assume full  
responsibility for the applicant while in Brazil.

Thank you in advance for your assistance for granting the visa.

Sincerely yours,

Signature \_\_\_\_\_  
(cannot be signed by applicant)

Title \_\_\_\_\_

**NOTE:** The Letter Must be Original and on Company's Letterhead.