

## COMPANY LETTERHEAD

(Date)

Consulate General of Brazil

Dear Visa Officer:

We are pleased to introduce (applicant full name) traveling on behalf of (company name), a national of (country of passport). We are submitting their valid passport and required documentation for a (visa type – i.e. business) visa.

(applicant name) is currently is employed with the title of (job title) with (company name) since (hire date) for (length of service) and is earning (monthly salary amount) monthly. The primary contact information for (applicant name) in the (country of residence) is (phone number and corporate email address).

(applicant name) is currently planning a (type of visit) visit to (country name). (applicant name) will depart to (country) on (date of departure) and will arrive in (arrival city on arrival date) and remain for approximately (number) of days. The purpose of the trip is (explain the nature of the trip in one to two sentences giving some details...simply saying going for business may cause delays and a request for a new letter).

While there, (applicant name) will be contacting (local company contact information). The contact name and full address of the visiting company is :

(full address and phone number)

(full name of contact and job title within the company)

(company name) will assume all financial responsibility and guarantee that (applicant name) will have adequate funds in their possession while traveling, in addition to confirmed accommodations and return transportation to (originating city and country). (company name) also guarantees (applicant name) will not become dependent upon the government of (country visiting) in any way during the course of their visit. (applicant name will not be providing assistance or perform any salaried work while in Brazil.

We appreciate your prompt attention to this matter. If there are any questions, please feel free to contact us.

Kind regards,

(authorized signer with job title)

**AUTHORIZED SIGNED MUST PUT THEIR SIGNATURE ON THE LETTER**