

SAMPLE INVITATION LETTER
PRINT ON COMPANY LETTERHEAD FROM THE COMPANY IN BRAZIL

(Date)

Consulate General of Brazil

Dear Sir/Madam:

We are inviting (Mr./Ms.) (Applicant's Full Name), the (applicant's title) of (applicant's company), to visit our company for (purpose of trip). (He/She) will be traveling from (date of entry) to (date of exit). The individual's information is as follows:

Full Name: (Name)

Passport Number: (Passport Number)

Country of Issuance: (Country of Issuance)

Expiry Date: (Passport Expiration Date)

Date of Birth: (Date of Birth)

While in Brazil, (he/she) will be contacting (applicant's name of contact in Brazil), (contact's title in Brazil) of (contact's company in Brazil). (His/Her) phone number is (contact's phone number), and (his/her) address is:

(Contact's address in Brazil)

(Applicant's company) guarantees that we will accept financial responsibility for expense incurred during (applicant's full name)'s visit to Brazil. (He/She) will not provide any technical assistance in Brazil and will not be getting paid.

Thank you for your kind of assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Signer's name)

(Signer's position)