

**BUSINESS INTRODUCTION LETTER FROM U.S. COMPANY  
PRINT ON COMPANY LETTERHEAD**

(Date)

Consulate General of Brazil

Dear Sir/Madam:

On behalf of (Full Name of Applicant, Passport Number, Date of Birth), we are submitting (his/her) valid passport and required visa application materials. We are requesting a (5 Years Multiple Entry or 10 Years Multiple Entry) Business Visa for (applicant) since (state reason for applying for visa such as "will be returning to Brazil throughout the next five years") for various business meetings. (Applicant's Last Name) is the (applicant's title) of (applicant's company).

(Applicant's full name) is planning a business visit to Brazil to (state purpose of visit such as "to attend meetings with suppliers"). (He/She) will depart the United States on (date of departure) and will arrive in (location of arrival) on (date of arrival). (He/She) plans to remain in Brazil for approximately (duration of stay). We would greatly appreciate any assistance you can provide us in expediting this process.

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 (applicant's full name) will have adequate funds in (her/his) possession, as well as confirmed living accommodations and return transportation. (Applicant's company) also guarantees that (he/she) will not become dependent upon the Government of Brazil in any way during the course of (his/her) visit. (He/She) will not be performing any activities that are incompatible with a business visa (such as paid work, technical assistance, or any technical training) in Brazil and will not be getting paid.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions at (Signer's phone number) or (Signer's email address).

Sincerely,

(Signer's name)

(Signer's position)