

## PRINT ON COMPANY LETTERHEAD

(Date)

Consulate General of Brazil

Dear Sir/Madam:

On behalf of (Full Name of Applicant), we are submitting (his/her) valid passport and required visa application materials. We are requesting a (1Year Multiple Entry or 5 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"). (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.

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)