

<LETTERHEAD>

**Date**

To the Consulate of Brazil:

Mr. <applicant's name>, <title>, will be traveling for business on behalf of our company to Brazil. The purpose of this trip is to <describe specifics of the nature of the trip>. He will be meeting with <include contact information for Company in Brazil: contact name, company name, address and phone number>. While he is in Brazil he will not be providing technical services or training of any kind.

Mr. <applicant's name> will be entering Brazil on or about <enter date of arrival to Brazil> and will stay for (insert # of days). Please issue a multiple entry 10 year visa as Mr. <applicant's name> will need to travel to Brazil for additional meetings and discussions of ongoing projects. <US Company Name> guarantees the financial responsibility and good moral conduct of Mr. <applicant's name> while in Brazil. Mr. <applicant's name> will abide by all laws in force in Brazil at the time of his stay.

Thank you very much.

Sincerely,

Signature

**Name**

**Title**