

<LETTERHEAD>

Date

To the Consulate of Brazil:

<**Mr. Name**>, <**applicant's position or functions in the US company**> will be traveling for business on behalf of our company to Brazil to conduct business meetings and discuss <**state precise nature of business and activities to be conducted in Brazil**>. <**Company Name**> <**state nature of business**>.

He will be meeting with <**contact name, position, company in Brazil address and phone number**>. While he is in Brazil, he will not be providing technical services of training of any kind.

<**Mr. Name**> will be entering Brazil on or about <**date**>. <**Company Name**> guarantees the financial responsibility and good moral conduct of <**Mr. Name**> while in Brazil. <**Mr. Name**> will abide by all laws in force in Brazil at the time of his stay.

Thank you very much.

Sincerely,

Name

Title (has to be a senior officer of the company)