

ON YOUR COMPANY LETTERHEAD

*****Please print your business letter on company stationery*****

(Date)

Consulate General of Brazil
Consular Section

Dear Visa Officer,

(Name of Traveler), (Title), (Name of Your Company) is planning a business trip to Brazil on **(Date and Duration of Stay)**. During this trip **(he/she)** has scheduled meetings regarding **(Brief description of business trip. The nature of the meetings must be specific. If a TYPE II Business Meetings Only Visa is desired, the nature of the meetings must be non-technical i.e. sales, marketing, legal).** **(Name of Traveler) will not be providing or performing any technical duties while in Brazil. (This phrase is extremely important)**

(His/Her) agenda is to meet and discuss business with **(Contact Name)** at:

(Contact Company Name)
(Contact Name)
(Contact Address 1)
(Contact Address 2)
(Contact Telephone)

(Name of Your Company) will assume all financial responsibility for any debts incurred by **(Name of Traveler)** while traveling on business in Brazil.

I appreciate your attention to this matter.

Sincerely,

(Name)
(Title)