

Business Letter Format

Date:

Embassy / Consulate of (Country): _____
Visa Section

Dear Sir / Madam:

(Your company) is pleased to introduce **(Applicant's full name & title)** who is traveling to your country on **(approx. dates of travel)** for the exact purpose of **(business meetings, or negotiations etc)**.

While visiting _____, **(applicant's name)** will meet with representatives of **(name and address of host company in _____)**.

_____ **(applicant's name)** will neither perform any technical work nor will **(he/she)** be remunerated (paid for services rendered) from Brazilian Sources.

(Your company) hereby guarantees the financial expenses of the applicant while **(he/she)** is visiting your country and **(his/her)** return transportation to the USA. We appreciate the issue of the visa without delay.

Sincerely,

(Signatory should be a company officer or employee, other than the applicant)
(Title of Signatory)