

Company Letterhead (in Brazil)

(Date)

To The Consulate of Brazil

Dear Sir/Madam,

On behalf of (**Name of the Company in Brazil**), this is a letter of invitation for **Mr./ Mrs (Traveler's Full Name). He/She (Traveler's Full Name)** has to be in Brazil from _____ (Date of entry) to _____ (Date of exit) on Business purpose (sales, purchases, coordination, auditing, etc. for example). He/She will be meeting with Mr./Mrs. (A name and job title of contact person along with an address, and phone number of the organization to be visited in Brazil).

He/She (Traveler's Full Name) would have to visit Brazil frequently at short intervals going forward and hence we request you to kindly grant **Him/ Her (Traveler's Full Name)** a long term multiple entry visa.

All expenses related to his/her travel and accommodation shall be borne by the company and we guarantee that **He/ She (Traveler's Full Name)** will not be dependent upon the Government of Brazil in any way during the course of **His/Her (Traveler's Full Name)** visit.

Thank you very much for your assistance,

Signature

(Authorized Signer)

(Signer's Title)