

Sample Business Letter From U.S. Company

*****Please print your business letter on company letterhead*****
Please follow this letter precisely, as the details are very important

December 6, 2023

Consulate General of Brazil
Consular Section

Dear Visa Officer,

This letter is to introduce John Smith, a pilot for East Coast Promotions, Inc.. East Coast Promotions, Inc., is a U.S.-based company headquartered at 222 Clematis St, Suite 207, West Palm Beach, FL 33401.

Job Description and Employment Details

Mr. Smith in his position as a pilot is responsible for transporting our company's executives to and from Brazil and other countries in South America. He has been employed with East Coast Promotions since 1 January, 2011, and receives an annual salary of US\$178,000.

Purpose of Trip

During this trip, he will pilot our company's aircraft to Brazil for the purpose of transporting executives to business meetings ***(the nature of the trip must be specific and non-technical)***. **No technical assistance will be provided by the applicant during his/her/their visit to Brazil. The applicant will not receive any payment from a Brazilian source and will be fully sponsored by his/her/their foreign employer during the visit. (This phrase is extremely important, do not omit.)**

Mr. Smith's local contact in Brazil is Mr. Francisco Guiermo at:

NOVA do Brasil.
Av. Eng. Luis Carlos Berini
716 Conj. 1210 Ander
Brooklin Novo, Sao Paulo 04571-00
Tel. 55.11.454.5635
Email guiermof@novadobrasil.co.br

Dates of Trip

Mr. Smith will be in Brazil from January 9-15, 2024. Due to our company's frequent travel to Brazil, we would like to request a multi-year multiple entry eVisa.

Company Financial Guarantee

East Coast Promotions, Inc., will assume all financial responsibility for any debts incurred by John Smith while traveling on business in Brazil.

I appreciate your attention to this matter.

Sincerely,

Bob Johnson

Bob Johnson
Senior Vice President

The letter needs to be signed in ink by a Senior Manager.