

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, Vice President for Latin America 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 Vice President for Latin America is responsible for the marketing and distribution of our products in 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 has scheduled meetings with a company colleague to discuss the sale and distribution of our products in the Brazilian marketplace ***(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, coordination, or legal)***. **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.)**

His agenda is to meet and discuss business with 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 his quarterly meetings with clients in 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.