

# Sample Invitation Letter From Company in Brazil

\*\*\*\*\*Please ensure that the invitation letter is on the sponsor's 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,

NOVA do Brasil wishes to invite Mr. John Smith, Pilot for East Coast Promotions, Inc., to visit Brazil from January 9-15, 2024. East Coast Promotions, Inc., is a U.S.-based company.

## Job Description and Employment Details

Mr. Smith in his position as a pilot is responsible for transporting his 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.

## Purpose of Trip

During this trip, he will pilot his 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 his company's frequent travel to Brazil, we would like to request a multi-year multiple entry eVisa.

## Financial Guarantee

East Coast Promotions, Inc., in the United States 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,

*Francisco Guiermo*

Francisco Guiermo  
Director of International Outreach, NOVA do Brasil  
*The letter needs to be signed in ink by a Senior Manager.*