

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, Vice President for Latin America for East Coast Promotions, Inc., to visit our company 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 Vice President for Latin America is responsible for the marketing and distribution of his company's products in 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 has scheduled meetings with to discuss the sale and distribution of East Coast Promotions' 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.)

Mr. Smith will 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 our office, 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.