

**YOUR COMPANY'S LETTERHEAD**

Date

Consulate of General of Brazil  
Visa Section  
Toronto / Montreal / Ottawa

Dear Sir or Madam:

This letter is to introduce, who holds the position of with. is scheduled to travel to, Brazil on day, and depart on day,.

During his visit to Brazil, will be attending business meetings at / with .

's visit to Brazil is strictly for the purpose of sales meetings and does not involve any technical assistance or training. While in Brazil will not exceed the legally authorized stay per visit and has no intention to immigrate to Brazil

guarantees the expenses of this trip including airfare for his travel from Brazil and back to Canada.

Your assistance in granting this visa is greatly appreciated.

Sincerely,

Supervisor's signature  
Supervisor's Name  
Title  
Phone Number