

Sample Business/Sponsor Letter for Brazil (PRINTED ON ORIGINAL COMPANY LETTERHEAD)

Date

Consulate Director of Brazil
Houston, TX, USA

Dear Visa Officer:

Mr./Ms. **(Traveler's Full Name EXACTLY as it appears on passport)**, who is one of our employees, is engaged as a/an **(Title)** with **(U.S. Company)** a **(Type of Company)**. He/She plans to visit **(City, Brazil)** for the purpose of **(detailed information concerning nature of business and activities to be conducted in Brazil)**. His/her trip will begin on **(Departure Date)** and they will be returning to the United States on **(Return Date)**.

His/Her contact in Brazil will be **(Name, Brazil Company, Address, and Phone Number)**.

(U.S. Company Name) will guarantee Mr./Ms's **(Name of Traveler)** maintenance and will be responsible for his/her welfare while in your country. **(U.S. Company Name)** also takes full responsibility for Mr./Ms. **(Name of Traveler)**'s repatriation. He/She is in possession of sufficient funds for his/her stay in Brazil and he/she has an airline ticket for return to the United States.

Mr. /Mrs. **(Name of Traveler)** will not be performing any paid work or technical jobs or duties while he/she is visiting your Country and will not be migrating to Brazil.

We would appreciate immediate issuance of his/her visa to Brazil. Thank you for your assistance.

Sincerely,

**Signature, Title (must be signed by Senior Management, Traveler's Supervisor, or Superior)
Phone # and email address**

NOTE:

- 1) Letter must have original signature and indicate the purpose of your trip is for business meetings; otherwise your visa may be considered a technical work visa and would take up to 3 months to process.
- 2) The letter MUST BE NOTARIZED. Please ensure the notarization date and the date of the letter match. Also include the notary's acknowledgement, i.e. "State of _____, County of _____, subscribed and sworn to before me on the ____day of _____, 20__." Signature and Seal of notary).

Requirements from Brazilian Consulate Website for Business Letter

Original Notarized Business Letter from the employer or sponsoring company **in the USA**, on their letterhead stationery and signed by a senior manager (original signature acknowledged by a notary public) stating the following information:

- Nature of business, address and phone number of the U.S. company;
- Title, phone number and email of the Senior Manager of the U.S. company signing the letter in case the Consulate needs additional information;
- Applicant's title and/or functions with the U.S. company;
- **Detailed information concerning nature of business and activities to be conducted in Brazil;**
- **Responsibility of the U.S. company that: "The applicant(name) will not be pursuing any activities that are incompatible with a business visa (such as paid work, technical assistance or technical training) during his/her stay in Brazil";**
- Name(s) and address(es) of Brazilian company(ies) with which applicant is going to deal/negotiate with;
- Name(s) of person(s) to be contacted in Brazil, phone number(s) and his/her/their functions with the Brazilian company(ies);
- Expected travel dates of trip to Brazil;
- Responsibility of the U.S. company for applicant's stay in Brazil and his/her return to the country of origin;

NOTE: business letters MUST HAVE ALL of the above mentioned information.

Business letters missing any of the required information and/or without original signature WILL NOT be accepted and therefore visa application WILL NOT be processed.