BUSINESS INVITE

To: name and address of embassy

Date:

To,

Consulate General of Brazil

San Francisco

Dear Sirs,

This is to confirm that name (date & place of birth, nationality & passport no) has been invited to visit name of inviting company between date and date.  
Name is visiting the company on a business trip, for the purpose of give purpose, i.e. business meetings.  
If you require more information about this trip, please contact reference name at company address and tel. no.

Name will be required to visit the company regularly over the next number months for the purpose of give purpose . We therefore ask if you can issue him/her with a multiple entry visa for this period.

All expenses of *Name* will be borne by the company while he/she is in Brazil.

Your assistance in this matter would be highly appreciated,

Yours sincerely,

Signature

Name

Position

THE LETTER MUST:

- be printed on letter headed paper  
- state full name, address and telephone number and national tax number of company  
- be dated, at a date no older than 1 month  
- be signed by a person holding a higher position in the company than the applicant  
- have printed name as well as a signature