

**Company Letterhead  
Address  
City, State, Zip Code**

The Consulate of Brazil

(**Mr./Ms.**) \_\_\_\_\_ will be traveling for business on behalf of our company to Brazil. (He/She) will be meeting with (**Mr./Mrs.**) \_\_\_\_\_ of (**company name, address and telephone number**) to conduct business meetings on behalf of (**your company name**). While (**he/she**) is in Brazil, (**he/she**) will not be providing technical services or training of any kind.

(**Mr./Ms.**) \_\_\_\_\_ will be entering Brazil on or about (**dd/mm/yyyy**). (**Your company name**) guarantees the financial responsibility and good moral conduct of (**Mr./Ms.**) \_\_\_\_\_ while in Brazil. (**Mr./Ms.**) \_\_\_\_\_ will abide by all laws in force in Brazil at the time of their stay.

Thank you very much,

(**signature\***)

(**job title**)

**\* must be signed by someone other than traveler.**