

SAMPLE LETTER OF GUARANTEE FOR A BRAZILIAN BUSINESS (VIETM II) VISA

COMPANY LETTERHEAD

[Date]

Consulate of Brazil

Dear sir/madam:

We would appreciate the issuance of a business visa to [Traveler's name], [Title and/or functions with the U.S. company], [Name of the U.S. company and the nature of its business].

[Traveler's name] will be traveling to Brazil for business meetings [explain in detail the purpose of the business meeting, the name(s) and address(es) of Brazilian companies with which the applicant is going to deal/negotiate with, name(s) and phone number(s) of the person(s) to be contacted in Brazil and his/her/their functions with the Brazilian company. Describe applicant's precise nature of business and activities to be conducted in Brazil. State the duration of stay of applicant's immediate trip to Brazil. State also that the applicant will not be providing any services while in Brazil. Also state that the traveler will not be doing any technical or technical support work while in Brazil. Attach a business card of the traveler to the letter of guarantee. If the purpose is for technical or technical support work, the applicant **must** apply for a technical visa.]

We request you to issue an appropriate visa. Our company will take responsibility for his welfare while in your country. His trip is of a short nature and will maintain residency in the United States. He is in possession of an airline ticket for the return to the United State and has no intention to immigrate to Brazil. **DO NOT ASK FOR A LONG TERM MULTIPLE ENTRY VISA.** The Consulate will determine the validity and length of stay.

Sincerely,

[Name and signature of senior manager]