



June 16, 2010
Consulate of Brazil

To Whom It May Concern:

Mr. John Doe is the Vice President of Marketing for International Express Services. His job description is to oversee the sales and marketing of our product both in the United States, and abroad. Mr. Doe will be traveling to Brazil to discuss the sale of our lamination materials. At no time will technical advice be given.

Mr. Doe is expected to visit Brazil for approximately two weeks, starting July 15, 2010, and will be visiting David Smith, Purchasing Director, General Motors Do Brazil. Mr. Smith's Job description is to oversee the importing of products to GM Brazil. The address in Brazil is:

Av Angelica 4321, 50 Andar
Sao Paulo, Brazil Telephone: 22-11-785-732

***Note: The letter will need to state that your company will take full responsibility for all expenses incurred during your stay in Brazil.**

****The letter must be signed by someone other than the applicant. (Should be a higher position.)**

*****If you will be doing technical work, the company in Brazil must apply through their immigration office for an approval.**

******For business visas, the letter must state that at no time will technical advice be given.**