

Sample Type II Business Letter from U.S. Company

*****Please print your business letter on company letterhead*****
Please follow this letter as the details are very important

June 6, 2011

Consulate General of Brazil
Consular Section

Dear Visa Officer,

This letter is to introduce John Smith, our Vice President for Latin America.

Job Description

Mr. Smith as Vice President for Latin America is responsible for the marketing and distribution of our products in Brazil and other countries in South America.

Purpose of Trip

During this trip he has scheduled meetings with a company colleague to discuss the sale and distribution of our products in the Brazilian marketplace (**the nature of the meetings must be specific, if a TYPE II Business Meetings Only visa is desired, the nature of the meetings must be non-technical i.e. sales, marketing, coordination or legal**). He will not be providing any technical assistance while on this visit. (**This phrase is extremely important**)

His agenda is to meet and discuss business with Mr. Francisco Guiermo at:

NOVA do Brasil.
Av. Eng. Luis Carlos Berini
716 Conj. 1210 Ander
Brooklin Novo, Sao Paulo 04571-00
Tel. 55.11.454.5635

Dates of Trip

Mr. Smith will be in Brazil from August 4-11, 2011. Due to his quarterly meetings with clients to discuss business opportunities in the Brazilian marketplace we would like to request a 10 year multiple entry visa.

Company Financial Guarantee

East Coast Promotions, Inc. will assume all financial responsibility for any debts incurred by John Smith while traveling on business in Brazil.

I appreciate your attention to this matter.

Sincerely,

Bob Johnson
Senior Vice President