

Please use the company's letterhead stationery.
(preferable with the name, address and telephone number)

DATE: ___/___/___

PRESENTATION LETTER

TO: CONSULATE GENERAL OF BRAZIL IN TOKYO

We are pleased to inform you that the following person of our company plans to visit your country on business purposes:

Name of applicant:

Company name, address and telephone number:

Profession:

Title and job position:

Date of departure from Japan:

Date and place of entry in Brazil:

Duration of stay:

Purpose of visit:

(Please provide detailed description of activities in Brazil, as the example bellow)

- To have meetings about marketing strategies (EXAMPLE);
- To visit suppliers (EXAMPLE);
- To define schedule of operations (EXAMPLE).

Business partner's contact in Brazil

Name of company:

Address:

Telephone:

Name of the person:

During his stay in Brazil, the beneficiary of the applicant above mentioned is not going to provide any technical assistance (nor operate any machinery) to the firm he/she will hold a business meeting with, nor to any other firm.

We guarantee all his travel expenses, including air transportation to and from Brazil and all accommodation expenses during his/she stay in your country. We also take full responsibility of his/her conduct and assure that he/she will observe all laws and regulations during his stay in your country.

Signature

(it is not possible to be signed by the applicant him/herself)
Name of the person in charge
Title and job position
Name of the company