## 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