

SPONSOR LETTERHEAD

March 19, 2013

Visa Section
Embassy of **Country**

SPONSOR is pleased to introduce, **NAME OF APPLICANT**, who is requesting a Business Visa for the purpose of attending business meetings with locally based project teams in **Country**. **NAME OF APPLICANT** is a US Citizen and an employee of **US COMPANY**, based in Arlington, Virginia. He has ongoing responsibilities with **US COMPANY** in the United States and will make intermittent trips to **Country** to participate in short term business meetings with our local, **Country** based, project teams.

NAME OF APPLICANT will be initially travelling to **Country** on April 8, 2013 and departing on April 10, 2013. The primary point of contact for the applicant in **Country** may be reached at: +55 11254365789. **We kindly request the issuance of a 1 year multiple entry business visa.**

Thank you for your support. You may contact **SPONSOR Country** at +55 11254365789 should there be any additional questions.

Best Regards,

NAME
Director
SPONSOR NAME