**（print on letterhead）**

**Dispatch Letter**

**To: Embassy of the Brazil**

**This is to certify that (applicant’s name申请人的名字) is an employee of （your Company’s name公司名）. As invited by (invitation company’s name, address and contact person邀请方的名字) he intends to go to Brazil for (description of the job to be conducted in Brazil去巴西的目的) from (Specific departure and return date行程).**

**The details of the applicant are listed as follows:**

**Name:**

**Passport No.:**

**Title:**

**Monthly Salary:**

**Working years in our company:**

**All the expense incurred during his stay in Brazil including fight fares, accommodation, transport expenses and health insurance will be paid by our company.**

**Our company hereby guarantees that the applicant will obey all the laws and regulations of the host countries to be visited, and return to China on time. We keep his position upon the end of his trip.**

**Thank you very much for your kindly consideration.**

**(Your company’s name公司名)**

**(A senior manager’s name in pinying负责人名字拼音)**

**(Signed by a senior manager负责人签名)**

**(Signer’s title负责人的职务)**

**职务拼音**

**(Official seal盖章)**