

会社レターヘッド  
(会社名・住所・電話番号)

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: (入国地も必ず明記)

Duration of stay:

**Purpose of visit:**

- 具体的内容や扱う商品の種類 (例: 車の部品)等を明記した上で、「商談 (business meeting)」目的とする→「×× (商品) の sales に関する商談」
- survey, check 等は就労の判断をされる可能性があるために避ける。

**Business partner's contact in Brazil**

Name of company:

Address:

Telephone:

Name of the person:

(名古屋、浜松管轄は現地担当者の肩書きも明記すること)

During his/her 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/her travel expenses, including air transportation to and from Brazil and all accommodation expense during his/her 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/her stay in your country.

(\*his/her は申請者の性別に応じて不要な方を削除。残ったほうを黒字にすること)

Signature

(責任者名前・申請者と必ず違う人物で)

(肩書き)

(会社名)

浜松管轄は社判必須!