

***Instructions for invitation letters:**

This document must provide detailed information, including:

- Information about the host company: name, CNPJ, business line, phone number, e-mail, website;
- Information about the signing agent: name, CPF, position, phone number, e-mail;
- Business relationship between the host company and the invited (importer, subsidiary etc.);
- Information about the invited agent: name, passport number, position, phone number, e-mail;
- Place and date the meeting shall occur;
- How the trip is being sponsored;
- Signature: if physical, the **original** document, **notarized**, must be handed in at the Consulate.