**How is it going? I am writing to tell you that my aunt is going to attend a meeting in your city.**

**Since this is the first time that she travels to America, I want to ask you whether you can spare some time to pick her up at the airport. My aunt, Wang Jiayu, is tall with long hair and wears a pair of glasses. Her flight number is CA10003 and it is scheduled to arrive at 11:30am May 27th.**

**I am sorry for the possible trouble that I bring to you and many thanks. By the way, my aunt will take with her the Chinese painting that you have been longing for. Thanks again. Looking forward to your reply.**