Dear Uncle Hector:

Enclosed are your tickets for your trip to Dallas on Sunday, April 29. You're scheduled to leave Corpus Christi on American flight 208 at 6:49, arriving in Dallas at 8 AM. This is the only flight which will get you in Dallas in time for the banquet.

The departure I've scheduled for 5:30 PM because Hector Flores (U.S. Justice Dept.) wants to give you a small reception after you speak. I want to make sure that you have plenty of time to make flights. The departure is on Southwest flight 89 leaving at 5:30 and arriving in Corpus Christi at 7:20 PM.

In the event that you find any of this inconvinient, please let me know. I think, however, that this is the best schedule.

Loye,

Yòlette