US Customs Border Office  
  
Dear Madam or Sir,

XXXXX and XXXX *(nome das pessoas que vão passar pela imigração)* don't speak English and are coming to the US to visit us*: their daughter and son-in-law (mude aqui sua relação com a pessoa que esá vindo).*  
We live on *123 Example Street, North Liberty, Iowa (endereço completo)* and we can be reached on the phone numbers below.   
  
We will be meeting them at the airport and hosting them until they go back to Brazil on *August 30th (mude a data aqui).*   
  
If any additional information is necessary we will be at the arrivals section of the airport in *Chicago, their final destination (O’hare International Airport) (mude onde você vai buscar seu amigo/familiar))*  
*Joãozinho da Silva - 563 123 4567  
Mariazinha da Silva - 563 123 4567 (o nome e telefone de quem escreve a carta e mora nos EUA)*  
  
Thank you very much!