

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the arrangements for your pickup at JFK Airport upon your arrival.

****Pickup Details:****

- ****Date of Arrival:**** [Insert Date]
- ****Flight Number:**** [Insert Flight Number]
- ****Arrival Time:**** [Insert Time]
- ****Pickup Location:**** [Specify Terminal and Arrival Gate if possible]

I will be waiting for you at the designated pickup area with a sign displaying your name. If you have any changes to your flight schedule or if you encounter any delays, please feel free to contact me at [Your Phone Number].

Looking forward to your arrival!

Best regards,

[Your Name]
[Your Title or Relation, if applicable]