

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

[Courier Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Courier Company Name],

Subject: Courier Pickup Arrangement

I hope this message finds you well. I would like to arrange for a pickup of a package to be sent via your service.

**\*\*Details of the pickup are as follows:\*\***

- **\*\*Pickup Address:\*\*** [Specify pickup address]
- **\*\*Contact Person:\*\*** [Name of contact person]
- **\*\*Contact Number:\*\*** [Phone number of contact person]
- **\*\*Package Description:\*\*** [Brief description of the package]
- **\*\*Weight:\*\*** [Weight of the package]
- **\*\*Pickup Date and Time:\*\*** [Preferred date and time]

Please confirm the pickup arrangement at your earliest convenience. If you require any additional information, feel free to reach out to me at the phone number or email provided above.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Company Name, if applicable]