

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to schedule a pickup and drop service for [specific items or goods] on [desired pickup date] at [pickup location] and drop them off at [drop-off location].

Please confirm the availability for [specific date and time] and any additional details or requirements needed for this arrangement.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]