

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

[Recipient's Name]
[Recipient's Title/Role]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Pickup and Drop Arrangement Details

I hope this message finds you well. I am writing to confirm the arrangements for the pickup and drop service as discussed previously. Below are the details for your reference:

****Pickup Details:****

- ****Date:**** [Insert Date]
- ****Time:**** [Insert Time]
- ****Location:**** [Insert Pickup Location]
- ****Contact Person:**** [Name of Contact Person]
- ****Contact Number:**** [Contact Person's Phone Number]

****Drop Details:****

- ****Date:**** [Insert Date]
- ****Time:**** [Insert Time]
- ****Location:**** [Insert Drop-off Location]
- ****Contact Person:**** [Name of Contact Person]
- ****Contact Number:**** [Contact Person's Phone Number]

Please ensure that the designated contact person is available at the specified times. If there are any changes or additional requirements, do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation, and I look forward to the successful execution of these arrangements.

Best regards,

[Your Name]
[Your Title/Position]