

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

[Family Member's Name]
[Family Member's Address]
[City, State, Zip Code]

Dear [Family Member's Name],

I hope this letter finds you well. I am writing to arrange for your pickup and drop-off during your upcoming visit.

****Pickup Details:****

- ****Date:**** [Insert Date]
- ****Time:**** [Insert Time]
- ****Location:**** [Insert Pickup Location]

****Drop-off Details:****

- ****Date:**** [Insert Date]
- ****Time:**** [Insert Time]
- ****Location:**** [Insert Drop-off Location]

Please confirm if these arrangements work for you or if any adjustments are needed. Looking forward to seeing you soon!

Best regards,

[Your Name]