

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Pickup and Drop Request

I hope this message finds you well. I am writing to formally request a pickup and drop service for [specify items/documents/people] on [date(s)].

****Pickup Details:****

- ****Location:**** [Pickup location]
- ****Time:**** [Pickup time]

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

- ****Location:**** [Drop-off location]
- ****Time:**** [Drop-off time]

Please confirm your availability for this service at your earliest convenience. If you need any further details, do not hesitate to reach out.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]