

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

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

Dear [Recipient's Name],

Subject: Request for Pickup and Drop Arrangement

I hope this message finds you well. I am writing to formally request your assistance in arranging pickup and drop services for [specific purpose/event - e.g., a meeting, a conference, etc.].

**\*\*Details of the Request:\*\***

- **\*\*Pickup Location:\*\*** [Specified location]
- **\*\*Pickup Date and Time:\*\*** [Specified date and time]
- **\*\*Drop-off Location:\*\*** [Specified location]
- **\*\*Drop-off Date and Time:\*\*** [Specified date and time]
- **\*\*Number of Passengers:\*\*** [Number of passengers]

I appreciate your attention to this matter, and I am looking forward to your prompt response. If you need any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization Name, if applicable]