

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about your pickup and drop service. I am interested in understanding the details such as availability, pricing, and locations you serve.

Specifically, I would like to know:

- The areas you cover for pickup and drop-off
- Your rates for different distances or locations
- Any additional services you offer
- How to schedule a pickup

I appreciate your assistance and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]