

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm our appointment for the pick-up scheduled for [date] at [time].

Please confirm if this timing works for you or if any adjustments are needed. I look forward to our meeting.

Thank you for your assistance.

Best regards,

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