

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to arrange a pick-up for [describe the item or person to be picked up] on [date] at [time]. The pick-up location will be [specific address or location].

Please confirm if this arrangement works for you or if any adjustments are necessary.

Thank you for your assistance.

Best regards,

[Your Name]