

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a change regarding the pickup details for [specific item/service] originally scheduled for [original pickup date].

Due to [brief reason for change], I would like to request a new pickup date of [new pickup date] at [new pickup time] if possible. I apologize for any inconvenience this may cause and appreciate your understanding. Please confirm the new arrangements at your earliest convenience. Thank you for your attention to this matter.

Best regards,

[Your Name]