

[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 am writing to confirm the pickup of [item(s)] scheduled for [date] at [time]. The pickup will take place at [pickup location].

Please let me know if there are any changes or additional information needed prior to the pickup.

Thank you for your attention to this matter.

Best regards,

[Your Name]