

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to confirm the details for the pick-up scheduled for [Date] at [Time]. The pick-up location is [Location Address]. Please ensure that the items are ready for collection at that time.

If you have any questions or need to make adjustments to the schedule, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Best regards,

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