

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

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

Dear [Recipient's Name],

Subject: Request for Confirmation of Pickup Eligibility

I hope this message finds you well. I am writing to inquire about my eligibility for the pickup service provided by [Company/Organization Name].

I would like to confirm the requirements and any necessary steps I should take to ensure that my request is processed smoothly. Please let me know if there are any specific documents or information you need me to provide.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]