

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the pick-up services you offer. I am interested in scheduling a pick-up for [briefly specify the items or services needed] on [desired date(s)]. Could you please provide me with information on availability, pricing, and any necessary procedures? I appreciate your assistance and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]