

[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 provide you with the pickup instructions for [item(s) or service] that we have arranged.

****Pickup Details:****

- ****Date:**** [Insert Date]
- ****Time:**** [Insert Time]
- ****Location:**** [Insert Pickup Location]
- ****Contact Person:**** [Insert Contact Person's Name]
- ****Contact Number:**** [Insert Contact Number]

****Instructions:****

1. Upon arrival, please check in with [Contact Person's Name].
2. Have your identification ready for verification.
3. Ensure you have all necessary materials for the pickup.

If you have any questions or require further assistance, feel free to reach out to me at [your phone number] or [your email address].

Thank you, and I look forward to your successful pickup.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]