

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm the details regarding the pick-up procedure for [item/service] scheduled on [date]. Please find below the outlined procedure:

1. ****Pick-Up Location****: [Specify the exact location for pick-up]
2. ****Pick-Up Time****: [Specify the time window for pick-up]
3. ****Identification Required****: [List any ID or documentation needed]
4. ****Contact Person****: [Name and contact information of the person to meet]
5. ****Special Instructions****: [Any additional instructions or information]

Should you have any questions or require further clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance. I look forward to your confirmation.

Best regards,

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