

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a pick-up for [specific item(s) or service needed] on [date] at [time]. The pick-up location will be at [specific address or location].

Please let me know if this schedule works for you or if there are any other arrangements that can be made. Your assistance in this matter is greatly appreciated.

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

Sincerely,
[Your Name]