

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to schedule a pick-up for [specific items or packages] from [pick-up location].

Here are the details for the pick-up:

- ****Pick-up Date:**** [Insert preferred date]
- ****Pick-up Time:**** [Insert preferred time]
- ****Address:**** [Insert pick-up address]
- ****Contact Number:**** [Your contact number]

Please confirm if the proposed schedule works for you or suggest an alternative time that may be more convenient.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]