

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

[Service Provider's Name]
[Service Provider's Address]
[City, State, ZIP Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to request your pick-up service for an upcoming appointment.

Details are as follows:

- **Pick-Up Date**: [Date]
- **Pick-Up Time**: [Time]
- **Pick-Up Location**: [Address]
- **Destination**: [Address]
- **Number of Passengers**: [Number]

Please confirm your availability for this service at your earliest convenience. If you need any additional information, feel free to contact me. Thank you for your assistance.

Sincerely,
[Your Name]