

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide you with an update regarding the pick-up schedule for [item/service] that was originally arranged for [original date/time].

As per our recent communication, the new pick-up date and time will be [new date/time]. Please confirm if this updated schedule works for you, or if there are any adjustments needed.

Thank you for your understanding and flexibility. I look forward to your prompt response.

Best regards,

[Your Name]