

[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 am writing to confirm the pick-up arrangement for
[item/package/subject] scheduled on [date and time]. I would like to
verify the following details:

- **Pick-Up Location:** [Location address]
- **Contact Person:** [Name and phone number]
- **Type of Item:** [Description of item]
- **Pick-Up Instructions:** [Any specific instructions]

Please let me know if everything is in order or if there are any changes
needed. Thank you for your assistance.

Sincerely,
[Your Name]