

# Charity Package Pick-Up Coordination

Dear [Donor's Name],

Thank you for your generous offer to donate to [Charity Name]. We truly appreciate your support in helping us make a difference in our community.

We would like to coordinate the pick-up of your donation packages at your convenience. Please let us know the following details:

- **Pick-Up Address:** [Your Address]
- **Preferred Date and Time:** [Your Preferences]
- **Contact Number:** [Your Contact Number]

Once we receive your details, our team will confirm the pick-up schedule with you. If you have any special instructions or requirements, please feel free to share them.

Thank you once again for your kindness and support!

Sincerely,

[Your Name]  
[Your Position]  
[Charity Name]  
[Contact Information]