

Freight Pickup Schedule Arrangement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

We are writing to confirm the schedule for the pickup of freight from your location.

Pickup Details:

- **Date:** [Pickup Date]
- **Time:** [Pickup Time]
- **Location:** [Pickup Location]
- **Contact Person:** [Contact Person's Name]
- **Phone Number:** [Contact Person's Phone]

Please ensure that all items are ready for pickup at the scheduled time. If you have any questions or need to make changes to this arrangement, feel free to contact us at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Phone Number]

[Your Email]