

# Drop-Off Arrangement Confirmation

Dear [Recipient's Name],

We are writing to confirm the drop-off arrangement for [Item/Package] scheduled for [Date] at [Time].

Details of the arrangement:

- **Drop-Off Location:** [Location]
- **Contact Person:** [Contact Name]
- **Contact Number:** [Phone Number]

Please ensure that [Item/Package] is ready for drop-off at the specified time.

If you have any questions or need further assistance, feel free to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]