

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Uber Technologies, Inc.]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of your correspondence, e.g., address a concern, provide feedback, request assistance, etc.].

[Provide a detailed explanation of your issue or request. Include any relevant details such as trip dates, locations, and any specific incidents that occurred.]

I appreciate your attention to this matter and look forward to your prompt response. Should you need any additional information, please do not hesitate to reach out to me at [your phone number] or [your email address].

Thank you for your time and assistance.

Sincerely,

[Your Name]