

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for an Uber trip I took on [date of the trip], which was necessary for [brief explanation of purpose, e.g., attending a business meeting, client visit, etc.].

The details of the trip are as follows:

- ****Uber Trip Date:**** [date]
- ****Pick-up Location:**** [pick-up location]
- ****Drop-off Location:**** [drop-off location]
- ****Trip Cost:**** [\$amount]
- ****Receipt:**** [Attached/Enclosed]

I believe the expense aligns with our company's policies regarding travel-related reimbursements. I appreciate your attention to this matter and would be happy to provide any additional information if needed.

Thank you for your prompt consideration of my request.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]