

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Uber Expense Reimbursement

I am writing to request reimbursement for Uber expenses incurred during
[brief description of the purpose, e.g., a business trip] on [date(s)].
The total amount for the rides was [total amount].

Attached are the receipts and trip details for your review:

- Trip Date: [Date]
- Ride Summary:
 - Pickup Location: [Location]
 - Drop-off Location: [Location]
 - Amount: [Amount]

Please let me know if you require any additional information. Thank you
for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position] (if applicable)