

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

Uber Customer Service  
Uber Technologies, Inc.  
[Uber Office Address]

Dear Uber Customer Service,

Subject: Reservation Request for Uber Service

I hope this message finds you well. I am writing to request a reservation for an Uber ride on [date] at [time]. The pickup location will be [pickup address], and the drop-off location is [drop-off address].

Please confirm if this reservation can be accommodated, and if so, provide any necessary details regarding the booking.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]