

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Uber Customer Support / Relevant Department]  
[Uber Technologies, Inc.]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Uber Ride Scheduling

I hope this message finds you well. I am writing to request assistance with scheduling an Uber ride for [specify date and time] from [pickup location] to [destination].

Details of the ride are as follows:

- **\*\*Date of Ride:\*\*** [Insert date]
- **\*\*Time of Pickup:\*\*** [Insert time]
- **\*\*Pickup Location:\*\*** [Provide specific address]
- **\*\*Destination:\*\*** [Provide specific address]
- **\*\*Special Requirements:\*\*** [Mention any special needs, if applicable]

I appreciate your attention to this request and look forward to your confirmation. If further information or actions are needed from my side, please feel free to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Uber Account Email (if applicable)]