

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to arrange an Uber ride for [specific event/purpose] on [date] at [time]. The pick-up location will be [pick-up address] and the drop-off location is [drop-off address].

Please confirm if this arrangement can be accommodated or if there are any additional details needed.

Thank you for your assistance.

Best regards,

[Your Name]