[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Customer Service
Uber Technologies, Inc.
[Uber's Address]
Dear Uber Customer Service,
I hope this message finds you well. I am writing to inquire about the details of my recent reservation with Uber.
Reservation Number: [Insert Reservation Number]
Date of Reservation: [Insert Date]
Pick-up Location: [Insert Pick-up Location]
Drop-off Location: [Insert Drop-off Location]
I would appreciate it if you could provide me with the following information:
1. Confirmation of reservation details
2. Estimated fare
3. Any special notes regarding the ride
Thank you for your assistance. I look forward to your prompt response.
Sincerely,
[Your Name]