

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

[Recipient's Name]  
Uber Customer Support  
[Uber's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm my recent Uber transportation booking scheduled for [Date and Time] from [Pickup Location] to [Destination]. My booking reference number is [Booking Reference Number].

I would appreciate if you could ensure that [any specific details or requests, e.g., a car seat, an accessible vehicle, etc.] are accommodated during my ride.

Thank you for your assistance. I look forward to a smooth experience with Uber.

Best regards,

[Your Name]