

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Uber Support/Reservation Department]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reservation for an Uber ride on [date] at [time] from [pickup location] to [drop-off location].

Please find the details of the reservation below:

- **\*\*Pickup Location:\*\*** [Specify address or landmark]
- **\*\*Drop-off Location:\*\*** [Specify address or landmark]
- **\*\*Date:\*\*** [Insert date]
- **\*\*Time:\*\*** [Insert time]
- **\*\*Number of Passengers:\*\*** [Specify number]
- **\*\*Special Requests:\*\*** [Any additional requests, if applicable]

I would appreciate your confirmation of this reservation at your earliest convenience. Thank you for your assistance.

Sincerely,  
[Your Name]