

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

[Recipient's Name]
[Recipient's Title]

Uber Technologies, Inc.

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Reservation Request for Uber Trip

I hope this message finds you well. I am writing to request a reservation for an upcoming Uber trip. Below are the details of the reservation:

- **Date of Travel:** [Insert Date]
- **Pick-Up Location:** [Insert Pick-Up Address]
- **Drop-Off Location:** [Insert Drop-Off Address]
- **Pick-Up Time:** [Insert Time]
- **Number of Passengers:** [Insert Number]
- **Special Requests:** [Any special requirements, if applicable]

I would appreciate it if you could confirm the reservation at your earliest convenience. Please feel free to reach me via the contact information provided above if you require any further details or clarifications.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]