

****RV Rental Letter Outline****

1. **Sender's Information**

- Name
- Address
- City, State, Zip Code
- Phone Number
- Email Address
- Date

2. **Recipient's Information**

- RV Rental Company Name
- Address
- City, State, Zip Code

3. **Subject Line**

- RV Rental Request

4. **Greeting**

- Dear [Recipient's Name or "Rental Team"],

5. **Introduction**

- State the purpose of the letter
- Include dates for rental

6. **Rental Details**

- Type of RV preferred
- Size and amenities required
- Pick-up and drop-off locations
- Number of passengers

7. **Rental Agreement and Preferences**

- Request for reservation confirmation
- Any additional requests (e.g., insurance, mileage limits)

8. **Payment Information**

- Preferred payment method
- Request for pricing and deposit information

9. **Contact Information**

- Reiterate phone number and email for follow-up

10. **Closing**

- Thankfulness for consideration
- Looking forward to a response

11. **Signature**

- Sincerely,
- [Your Name]