

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

U-Haul Customer Service

[U-Haul Mailing Address or Email]

Subject: Cancellation Request for Reservation #[Reservation Number]

Dear U-Haul Customer Service,

I am writing to formally request the cancellation of my U-Haul reservation made on [Reservation Date] under the name [Your Name] with the reservation number #[Reservation Number].

Due to [brief explanation of the reason for cancellation, if desired], I am unable to proceed with my plans and must cancel my reservation. Please confirm the cancellation and notify me of any applicable refund or charges associated with this cancellation.

Thank you for your assistance.

Sincerely,

[Your Name]