

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

[Customer's Name]  
[Customer's Address]  
[City, State, Zip Code]

Subject: Late Return Notification - U-Haul Rental

Dear [Customer's Name],

We hope this message finds you well. This letter is to inform you that your U-Haul rental, with contract number [Contract Number], is currently overdue. As per our records, the vehicle was scheduled to be returned on [Due Date], and as of today, it is [Number of Days Late] days late.

To avoid additional late fees and ensure the availability of our rental vehicles for other customers, we kindly ask that you return the vehicle at your earliest convenience. You can return the vehicle to any of our U-Haul locations listed below:

[List of U-Haul Locations]

If you need to extend your rental period, please contact our customer service at [Customer Service Phone Number] or [Customer Service Email] to discuss the options available.

Thank you for your prompt attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
U-Haul Company  
[Company Contact Information]