

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to provide a detailed account of my moving expenses incurred while utilizing U-Haul services for my recent relocation. Below is a breakdown of the associated costs:

1. **\*\*Rental Fees\*\***
  - U-Haul Truck Rental: \$[amount]
  - Date of Rental: [date]
  - Rental Duration: [number of days]
2. **\*\*Fuel Costs\*\***
  - Fuel Expenses: \$[amount]
  - Fuel Receipt Date: [date]
  - Mileage Driven: [number of miles]
3. **\*\*Additional Charges\*\***
  - Insurance Option: \$[amount]
  - Equipment Rental (e.g. dolly, moving blankets): \$[amount]
4. **\*\*Total Moving Expenses\*\***
  - Total Amount: \$[total amount]

I have attached copies of the receipts and invoices for your reference. Should you require any further information or clarification regarding these expenses, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Attachments: Receipts and Invoices]