

****U-Haul Vehicle Return Letter Outline****

1. **Your Information**

- Name
- Address
- Phone Number
- Email Address

2. **Date**

- [Insert date]

3. **U-Haul Location Information**

- U-Haul rental location name
- Address
- Phone Number

4. **Subject Line**

- Vehicle Return Confirmation

5. **Greeting**

- Dear [U-Haul Manager's Name/To Whom It May Concern],

6. **Introduction**

- State the purpose of the letter (vehicle return).

7. **Details of Rental**

- Rental Agreement Number
- Vehicle Type and License Plate Number
- Rental Dates

8. **Return Information**

- Date and time of return
- Condition of the vehicle upon return
- Any additional notes (fuel level, mileage, etc.)

9. **Request for Confirmation**

- Ask for confirmation of return and any relevant actions (like charges, etc.)

10. **Closing**

- Thank you for your assistance.
- Sincerely,
- [Your Name]