

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
U-Haul [Location]  
[Location Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a copy of the inventory checklist for my upcoming U-Haul rental on [Rental Date]. Ensuring that all items are accounted for and in good condition is important to my moving process.

Please find below the details of my reservation:

- \*\*Reservation Number:\*\* [Reservation Number]
- \*\*Pickup Location:\*\* [Pickup Location]
- \*\*Pickup Date and Time:\*\* [Pickup Date and Time]
- \*\*Vehicle Type:\*\* [Type of Vehicle]

I would appreciate it if you could provide the checklist at your earliest convenience. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]