

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

U-Haul Customer Service  
[U-Haul Location Address]  
[City, State, Zip Code]

Subject: Reservation Cancellation

Dear U-Haul Customer Service,

I am writing to formally request the cancellation of my reservation with U-Haul, which is scheduled for [Reservation Date]. My reservation number is [Reservation Number].

Due to [brief reason for cancellation, if desired], I will no longer require the rental. I would appreciate a confirmation of this cancellation at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]