

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

[Recipient Name]
U-Haul [Location/Office Name]
[U-Haul Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: Notice of Late Return for Rental Agreement #[Rental Agreement Number]

I am writing to inform you that I have returned the rented vehicle, [Vehicle Type/Description], after the scheduled return date of [Original Return Date]. I apologize for the delay and any inconvenience it may have caused.

The vehicle was returned on [Actual Return Date] at [Time of Return]. The circumstances surrounding the late return were [briefly explain reason, e.g., unforeseen circumstances, traffic issues, etc.].

Please let me know if there are any additional charges due to the late return or if further action is required on my part. I appreciate your understanding in this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]