

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: U-Haul Equipment Pickup Instructions

I hope this message finds you well. Below are the instructions for the upcoming pickup of the U-Haul equipment reserved under the name [Your Reservation Name] on [Pickup Date].

1. \*\*Pickup Location:\*\*

[Pickup Address]  
[City, State, Zip Code]

2. \*\*Pickup Time:\*\*

Please arrive at [Pickup Time] on [Pickup Date].

3. \*\*Required Documents:\*\*

Ensure you bring the following items:

- Valid Driver's License
- Reservation Confirmation Number: [Reservation Number]
- Payment Method (if not pre-paid)

4. \*\*Equipment to be Picked Up:\*\*

- [List of Equipment]

5. \*\*Additional Instructions:\*\*

- Please check the equipment for any damage prior to leaving the lot.
- Fuel levels must be noted and agreed upon before departure.

If you have any questions or require further assistance, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to these instructions. Looking forward to a smooth pickup experience.

Best regards,

[Your Name]

[Your Title/Position, if applicable]