

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

Dear [Recipient's Name],

Subject: U-Haul Pickup Allocation

I hope this message finds you well. I am writing to request the allocation of U-Haul pickup trucks for [specific purpose, e.g., a planned event, moving, etc.] scheduled for [date].

Details of the request are as follows:

- \*\*Pickup Date:\*\* [Insert Date]
- \*\*Return Date:\*\* [Insert Date]
- \*\*Number of Trucks Needed:\*\* [Insert Number]
- \*\*Pickup Location:\*\* [Insert Location]
- \*\*Additional Requirements:\*\* [List any additional requirements or notes]

We appreciate your assistance in fulfilling this request and look forward to your confirmation. If you need any further information or clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]