

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name/Department]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to submit an expense claim for my recent U-Haul rental. Below are the details of the expense incurred:

- **Date of Rental:** [Date]
- **Location of Rental:** [Pickup Location]
- **Vehicle Type:** [Type of Vehicle]
- **Rental Duration:** [Number of Days]
- **Total Cost:** [\$ Amount]

I have included the receipt for your reference. Please let me know if you need any further information to process this claim.

Thank you for your attention to this matter.

Sincerely,

[Your Name]