

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

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request reimbursement for expenses incurred during my recent rental of a U-Haul truck.

Details of the rental are as follows:

- Rental Confirmation Number: [Confirmation Number]
- Rental Period: [Start Date] to [End Date]
- Total Amount Charged: [Total Amount]

The rental was necessary for [brief explanation of the reason for the rental, e.g., moving to a new residence, transporting items for an event]. I have attached the receipt for the rental as well as any other supporting documents for your review.

According to our agreement, I believe I am eligible for reimbursement. I would appreciate it if you could process this request at your earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Department, if applicable]