

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[U-Haul Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Cost Reimbursement

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during my recent rental with U-Haul. Below are the relevant details of my rental:

- Rental Agreement Number: [Your Rental Agreement Number]
- Rental Dates: [Start Date to End Date]
- Location of Rental: [Pickup Location]

I incurred total costs amounting to [Total Amount] for the following reasons:

- [Briefly describe the costs (e.g., rental fees, fuel, damages, etc.)]

Attached to this letter are copies of all relevant documents supporting my reimbursement claim, including receipts and the rental agreement.

I would appreciate it if you could process this reimbursement at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]