

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

Customer Service Department
U-Haul International, Inc.
[Company Address]
[City, State, ZIP Code]

Subject: Request for Reimbursement

Dear U-Haul Customer Service,

I hope this letter finds you well. I am writing to formally request reimbursement for [brief description of the situation, e.g., "unanticipated charges incurred during my recent rental from U-Haul"].

Details of the rental are as follows:

- Rental Agreement Number: [Rental Agreement Number]
- Rental Date: [Rental Start Date] to [Rental End Date]
- Location: [Pick-up Location]

[Provide a detailed explanation of the situation and the reason for the reimbursement request, including any pertinent information such as erroneous charges, additional fees, or issues encountered.]

Enclosed are copies of relevant documents, including the rental agreement, payment receipts, and any additional paperwork that supports my request.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]