

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

Dear [Recipient Name],

Subject: Request for Reimbursement

I am writing to formally request reimbursement for the charges incurred during my recent rental with U-Haul on [rental date] at [location]. Due to [brief explanation of the situation or reason for the request, e.g., a service failure, additional expenses incurred, etc.], I believe I am entitled to a reimbursement of [amount].

The details of my rental are as follows:

- Rental Agreement Number: [Insert number]
- Vehicle Type: [Insert type]
- Rental Period: [Insert dates]
- Total Charges: [Insert total amount charged]

Attached to this letter are copies of the relevant documents, including [list any attachments, such as receipts, rental agreement, etc.], which support my request for reimbursement.

I appreciate your attention to this matter and look forward to your prompt response. Should you need any further information, please do not hesitate to contact me at [your phone number or email].

Thank you for your understanding.

Sincerely,

[Your Name]