

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

Dear [Recipient Name],

Subject: Reimbursement Request

I hope this message finds you well. I am writing to request reimbursement for expenses incurred during my recent rental from U-Haul, which took place from [Rental Start Date] to [Rental End Date].

Details of the rental are as follows:

- Rental Agreement Number: [Rental Agreement Number]
- Vehicle Type: [Type of Vehicle Rented]
- Rental Location: [Pickup Location]

I have attached the relevant receipts and documentation for your review, which outline the charges that I am seeking reimbursement for. These include:

- [Expense Description 1] - [Amount]
- [Expense Description 2] - [Amount]
- [Expense Description 3] - [Amount]

The total amount requested for reimbursement is [Total Amount]. I kindly request that the reimbursement be processed at your earliest convenience. Thank you for your attention to this matter. Please let me know if you require any further information or documentation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]