

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

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

Dear [Recipient's Name],

Subject: U-Haul Rental Reimbursement Request

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during my recent move on [date of move]. Due to [brief reason for the move, e.g., job transfer, relocation], I had to rent a U-Haul vehicle to facilitate the transportation of my belongings.

Enclosed are the following documents to support my request:

1. Copy of the U-Haul rental agreement
2. Receipt of payment for the rental
3. Mileage record (if applicable)
4. Any additional documents that substantiate the relocation (e.g., job offer letter)

The total amount incurred for the U-Haul rental was [amount], and it was paid on [payment date]. According to the company policy, I believe I am eligible for reimbursement under [specific policy clause, if applicable]. I appreciate your attention to this matter and look forward to your prompt response. Please do not hesitate to contact me if you require any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]