

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

Subject: Request for Reimbursement for U-Haul Services

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for U-Haul services incurred on [date of service] for [brief description of the reason for the U-Haul rental].

The details of the service are as follows:

- Rental Order Number: [Order Number]
- Date of Rental: [Date]
- Type of Vehicle Rented: [Truck/Vans etc.]
- Duration of Rental: [Time Period]
- Total Amount Charged: \$[Amount]

Attached to this letter, you will find all relevant receipts and documentation that support my claim for reimbursement.

As outlined in our agreement, I believe I am entitled to this reimbursement and would appreciate your prompt attention to this matter.

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachment: Receipts/Invoices]