

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

[Recipient's Name]
[U-Haul Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the rental of a U-Haul truck for my upcoming move on [specific date]. I would like to know the availability of the truck, the rental process, and any specific requirements needed. Additionally, please provide information on the following:

- Sizes of trucks available
- Pricing and potential discounts
- Insurance options
- Rental duration and return policies

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

Sincerely,
[Your Name]