

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

[U-Haul Location Name]
[U-Haul Address]
[City, State, Zip Code]

Subject: Inspection Report for U-Haul Rental Vehicle

Dear [U-Haul Manager's Name],

I hope this letter finds you well. I am writing to formally document the inspection of the U-Haul vehicle I rented on [Rental Start Date], with the reservation number [Reservation Number].

****Vehicle Information:****

- Vehicle Type: [e.g., Truck, Trailer]
- Vehicle License Plate: [License Plate Number]
- Vehicle Identification Number (VIN): [VIN Number]

****Condition Inspection:****

- Exterior Condition: [Describe condition, any dents/scratches]
- Interior Condition: [Describe condition, any stains or damages]
- Mechanical Performance: [Describe any issues or confirm no issues]
- Mileage at Pickup: [Initial Mileage]
- Mileage upon Return: [Final Mileage]

****Additional Notes:****

[Include any additional observations or issues noted during inspection]

I appreciate your attention to this matter and look forward to your response regarding any necessary follow-up actions.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]