

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Rental Car Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Rental Car Company Representative],

Subject: Resolution of Rental Car Damage Issue

I am writing to address the damage issue concerning the rental car (Vehicle ID: [Vehicle ID], Rental Agreement Number: [Agreement Number]) that I returned on [Return Date]. Upon returning the vehicle, I was informed of alleged damages that were not incurred during my rental period.

I would like to clarify that the car was returned in the same condition as it was rented, with no damage. I have attached photographs taken at the time of return as evidence to support my claim. Additionally, I would appreciate access to the incident report filed after my rental, as this may provide further clarification.

As a valued customer, I hope to resolve this matter amicably. Please let me know how we can proceed to clear up this situation. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]