

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Equipment Borrowing

I hope this letter finds you well. I am writing to formally request permission to borrow [specific equipment] from [date] to [date]. The purpose of borrowing this equipment is [brief explanation of the reason]. I assure you that I will take full responsibility for the equipment during the borrowing period and return it in the same condition as received.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position/Title] (if applicable)

[Your Company/Organization Name] (if applicable)