

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

Dear [Recipient's Name],

Subject: Request for Borrowing Equipment

I hope this message finds you well. I am writing to formally request the borrowing of [specific equipment name, e.g., "a digital projector"] for [duration, e.g., "two weeks"] starting from [start date] to [end date]. The purpose of this request is to [briefly explain the reason, e.g., "facilitate an important presentation for our upcoming project"]. The equipment will greatly assist in [mention the benefits, e.g., "ensuring an effective and professional presentation"].

I assure you that all necessary precautions will be taken to ensure the equipment's safe handling and return. If approved, I will provide an inventory of the equipment upon its return.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]