

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the borrowing of equipment for [specific purpose or event] scheduled for [date]. The equipment I would like to borrow includes:

- [List of equipment needed]
- [Additional equipment if necessary]

The expected duration of the borrowing will be from [start date] to [end date]. I assure you that I will take great care of the equipment and return it in the same condition it was received.

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

Sincerely,

[Your Name]
[Your Title/Position if applicable]
[Your Organization if applicable]