

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the borrowing of [specific equipment] for [purpose of borrowing] from [start date] to [end date].

Details of the request are as follows:

- ****Equipment Description:**** [Description of the equipment]
- ****Purpose of Use:**** [Explain why you need the equipment and how it will be used]
- ****Duration of Borrowing:**** [Start Date] to [End Date]
- ****Condition Assurance:**** I assure you that the equipment will be handled with utmost care and returned in the same condition it was received.

I understand the importance of this equipment and will adhere to any guidelines or policies related to its use.

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

Sincerely,

[Your Name]
[Your Title/Position]
[Your Department/Organization] (if applicable)