

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally request the borrowing of [specific equipment name or description] from [date you wish to borrow] to [date you will return the equipment]. The purpose of this request is [briefly explain the reason for borrowing the equipment, e.g., a project, event, or specific need].

I assure you that the equipment will be handled with care and returned in good condition by the agreed-upon return date.

Please let me know if you require any further information or if there are any forms or procedures I should complete to facilitate this request.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]