

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a borrowing of [specific resources, materials, or funds] for [specific purpose or project].

[Explain the reason for the borrowing request, including any relevant details, timelines, and how it will benefit both parties.]

I assure you that I will take full responsibility for [care, return, or usage conditions], and I am open to any terms you may require for this arrangement.

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

Sincerely,

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