

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

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

Dear [Recipient's Name],

Subject: Request for Equipment Borrowing

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

The equipment will be utilized for [briefly explain how the equipment will be used and its importance]. I assure you that it will be handled with care and returned promptly on the agreed date.

Please let me know if there are any necessary forms or procedures I should follow. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time.

Sincerely,

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