

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a loan of equipment for [specific purpose or event, e.g., "our upcoming project" or "the annual conference"].

We are in need of the following equipment:

- [List equipment 1]
- [List equipment 2]
- [List equipment 3]

The timeframe for the loan would be from [start date] to [end date]. We assure you that we will take full responsibility for the equipment and handle it with the utmost care.

Please let me know if you require any further information or if there are forms I need to complete. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]