

[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 the borrowing of [specific equipment name] for [duration of time]. The equipment will be used for [brief explanation of purpose or project]. I assure you that the equipment will be handled with care, and it will be returned in good condition by the agreed-upon date. Please let me know if any additional documentation or assurances are needed.

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

Sincerely,

[Your Name]
[Your Job Title/Position, if applicable]
[Your Organization, if applicable]