

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

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

Dear [Recipient's Name],

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

The [specific equipment] will greatly assist in [explain how the equipment will be used and its importance]. I assure you that I will take full responsibility for the equipment's care during this period and return it promptly and in its original condition.

If you require any further information or documentation, please feel free to contact me at [your phone number] or [your email address]. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Position/Title if applicable]  
[Your Company/Organization if applicable]