

Subject: Equipment Borrowing Request

Dear [Recipient's Name],

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

Details:

- Equipment: [specific equipment name]
- Purpose: [reason for borrowing]
- Duration: [exact dates]
- Condition upon return: [any special notes regarding the condition of the equipment]

I assure you that I will take full responsibility for the equipment and ensure its safe return. Please let me know if you require any further information or if there are forms I need to complete.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]