

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request permission to use [specific equipment] owned by [organization or individual]. The intended use of this equipment is [brief description of purpose, e.g., for a project, event, or research].

The proposed date(s) for usage is/are [insert date(s)], and I assure you that the equipment will be handled with care and returned in its original condition.

Should you require further information or have any specific terms for the use of the equipment, please let me know.

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

Sincerely,

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