

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a loan of a VR headset for [specific purpose, e.g., a project, event, or research].

The VR headset would greatly enhance [briefly describe the benefits and relevance of the headset to your project or research]. I believe that access to this technology will enable us to [explain what you aim to achieve through the loan].

I assure you that the headset will be handled with the utmost care and returned in excellent condition by [specify return date]. Please let me know if there are any forms or procedures necessary to facilitate this request.

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

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Institution/Organization, if applicable]