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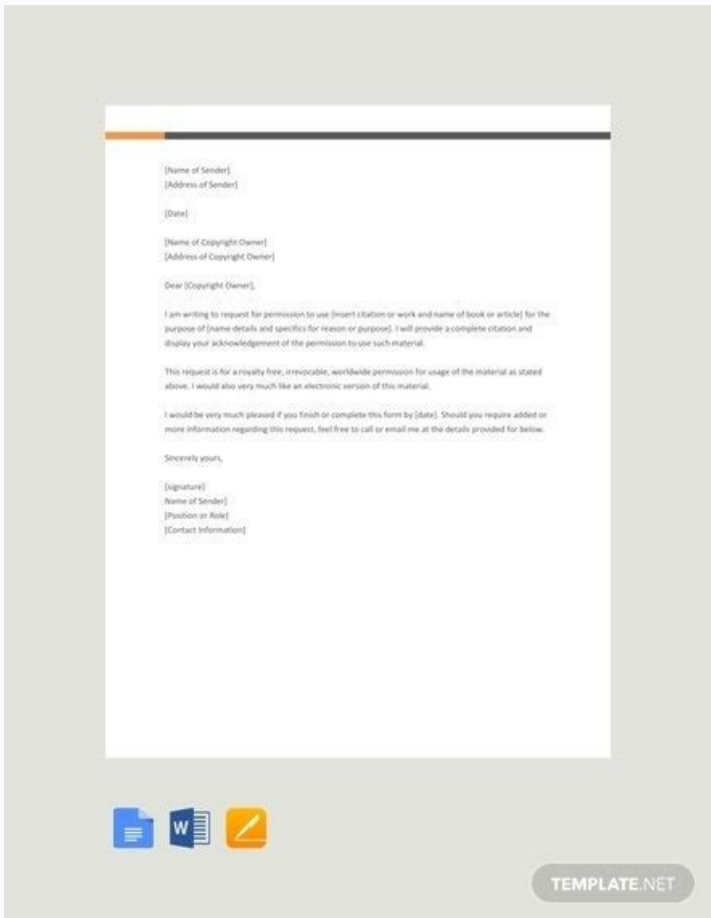
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Sample letter of asking permission to borrow

Sample Request to borrow some material equipment from a department, and assuring them that you will return it on time with damaging it. Request Letter for Borrowing Printing Papers Dear Sir, I'm writing this to you so that I can ask for you for some favor. Sir I need some of printing papers in my office as your office is using the best ones, and that aren't available in market currently. So please give me some bundles of those so that I, and my staff continue our work. Regards, Office manager, Alan John Dear Head IT Department, I wrote this letter to request you for borrowing a few materials from your department. We have been given a different project this time which requires 3 laptops along with an internet connection, and as our department is logistics so such materials are not usually required. The items are only required for a maximum duration of 3 weeks as this much time will be taken by the employees to get done with the project. I request you to kindly approve my request as soon as possible so we finish our assignment in time. I would be very grateful to you. Thank you. Best Regards, Ali Noor Head Logistics Department Sample Letter of Borrowing Projector Dear Manager, I sent this letter to request you for borrowing projector from the main office. As you know that the company's CEO will be visiting all the offices next week, so we all need to give him report of the present situation in department. Just today I received an email from his assistant who said that the briefing should be given in the form of presentation. Unfortunately, our projector is not working properly so I was wondering if you can send let us borrow the projector present in main office. Please let me know if this is possible, or else I can make some other arrangement. I would be grateful to you. Thank you. Best Regards, Ali Noor In-charge Logistics Department Letter of request for permission is a formal request letter to your boss, director, high-school principal or governmental institution where you ask for their permission to continue with planned activity. This letter should be written in a highly formal manner, since you are asking for formal approval, and person in charge needs some record regarding his exercise of authority. How to write letter of request for permission? The letter of request should be precise and straight to the point but, at the same time, warm and generous. As it is formal letter, you should end it with a signature and seal, if applicable. Furthermore, request should be edited carefully because it is of important nature and it should be taken seriously. The main goal of the letter of request for permission is to obtain permission from person in charge. Therefore, the letter should incorporate all relevant details of the request, like why do you seek for permission, who will benefit from it and how, etc. Since you are hoping to receive positive response end letter in warm and friendly manner, by thanking reader for his time and consideration. To illustrate the above, we have prepared 3 samples of letter of request for permission. 1. Letter of request for permission to travel Dear Ms. Smith, RE: Request for travel approval With this letter I would hereby like to ask your permission to travel to Pakistan during next week to see my brother. I would like to see him since he has just got married and I would like to meet his wife. Moreover, I should help them in arranging their new house as well, since there they are on their own. It is planned that trip will last one full week.



Thus, I am asking for permission to travel between July 1st and July 8th. I will report back to work on the July 9th. During my absence, I will transfer my responsibilities to my assistant, Ms. Supryia Singh, who is fully capable to perform my duties. In the enclosure you can find detailed plan and consent of Ms. Singh to cover me during absence.

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To,

Mr. Logan Johns

Sr. Manager

Marketing Department

XYZ Pvt Ltd.

024 Gorge pool Building

Los Angeles

United States

Date: January 26th 2019

Subject: Permission for attending the seminar

Respected Sir,

Through this letter, I am seeking permission to attend the three days long seminar which is being held at the Las Vegas branch office from 3rd to 5th of February 2019. The seminar is conducted to discuss the nature of audiences for the upcoming launch of the ABC product. I've worked on the ABC product from the start, that's why I am interested in attending the seminar as it would be quite useful. I am hopeful to be a valuable asset during the seminar.

I request you to kindly allow me to be a part of this seminar. Please confirm the same at the earliest as I will have to make arrangements for the travel with our office's travel desk.

I am looking forward to hearing a positive response from your end.

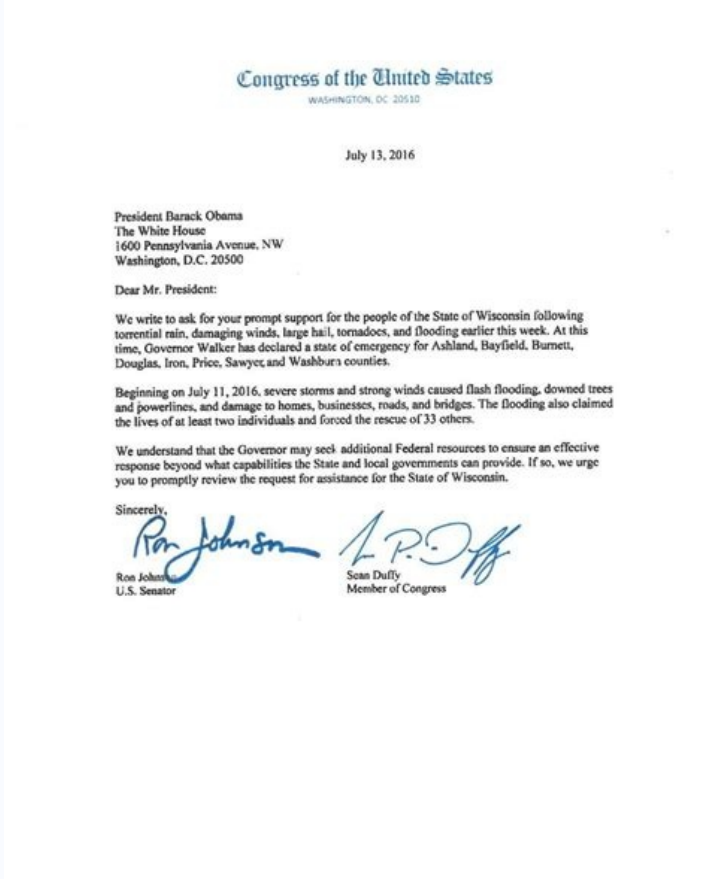
Thanking you,

Mike Dustin

Marketing Executive

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I am looking forward to your positive reply. Thank you for your time and consideration. Sincerely, Terrance Saw 2. Letter of request for permission to attend a conference Dear Mr. SmithI want to attend the World Bee Day Annual Conference hosted by Food and Agriculture Organization in Rome, Italy on 21st of May 2021.It is the premier event for agriculturists professionals, gathering participants from all over the world. It is especially relevant for our industry because major producers from our region will be represented. [These are sample Formal Letter of Request to Borrow Equipment. You can follow this sample letter to request for borrowing equipment from other companies, government department, supplier, producer, seller etc. You can make any change to the below application as per your needs.Date...Authority name/Job Designation...Company/Institute name...Address...Sub: Request Letter to Borrow EquipmentRespected Sir,I'm very thankful to you for that last time when you gave me some of those utensils (Equipment type) I need at the time of meeting in my department at last moment, I can't forget that you helped me. (Describe in your own words). I want another favor please can I borrow some of more utensils (Equipment type) as I'll definitely return them as early as I could; it'll be a huge favor. (Cordially describe your requirements).Sincerely,Authority name/Job Designation...Sub: Letter of Request to Borrow EquipmentDear Mr.XYZ,I am writing this letter to ask you about your health and to ask you of favor as well.



As you know that the whole building project of (Project name type) under my contract, I have been working on it for quite some time now. (Describe in your own words). The building is almost ready but the finishing still remains. Now coming to the favor I am to ask you of is that I want you to lend me some of your finishing equipment.As I have never been handed over a project this big ever, I haven't ever purchased the right equipment. But, this building requires all of that high-end machinery that I don't possess. (Explain the actual cause and situation). I have requested the shipment officers to kindly make my shipments earlier because my work here is stuck until then I request you to kindly lend me your finishing equipment until my building is finished and you shall have them back the day I am finished with the building. (Cordially describe your requirements).Thanking you,Your name...Project name...Job Designation...Contact information...[These are sample Request Letter for Borrowing Materials Equipment. You can follow these sample request to borrow some material equipment from another department and assuring them that you will return it on time with damaging it. Customize the content according to the information you want to convey.]Date...Higher Authority name...Job Designation...Department Name...Sub: Request for Borrowing Printing PapersRespected Sir,I'm writing this to you so that I can ask for you for some favor. Sir, I need some printing papers in my office as your office is using the best ones and that isn't available in the market currently. (Cordially Describe your requirements).So please give me some bundles of those so that I and my staff continue our work.Regards,Your Name...Office manager (Job designation),Company/Institute Name...Sub: Request letter for Borrowing MaterialsDear Head IT Department,I wrote this letter to request you for borrowing a few materials from your department. We have been given a different project this time which requires 3/5 laptops (more/less) along with an internet connection and as our department is logistics so such materials are not usually required. (Describe in your own words). The items are only required for a maximum duration of 1/2/3 weeks as this much time will be taken by the employees to get done with the project. (Explain the actual cause and situation).I request you to kindly approve my request as soon as possible so we finish our assignment in time. (Describe your requirements). I would be very grateful to you. Thank you.Best Regards,Your name...Head Logistics Department,Company/Institute name...