

# Authorization Request for Utilization of Lab Gear

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

[Recipient's Institution/Organization]

Dear [Recipient's Name],

I am writing to formally request authorization to utilize the laboratory gear necessary for my upcoming study titled "[Insert Study Title]." The study aims to [briefly explain the purpose of the study].

The specific equipment I intend to use includes:

- [Lab Gear Item 1]
- [Lab Gear Item 2]
- [Lab Gear Item 3]

This research will be conducted in compliance with all relevant safety protocols and guidelines established by [Institution/Organization's name]. I assure you that I will handle all equipment responsibly and ensure that no damage occurs during its use.

I appreciate your consideration of my request and look forward to your prompt response. Should you require any further information or clarification regarding the study, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Institution/Organization]