

Date: [Insert Date]

Dear [Coworker's Name],

I hope this message finds you well. With the snow forecasted for this week, I wanted to reach out to see if I could borrow your snow shovel for a couple of days. Unfortunately, I misplaced mine, and it would be a great help to have one on hand.

If it's convenient for you, I would really appreciate it. Of course, I will make sure to return it in perfect condition as soon as I can.

Thank you so much for considering my request!

Best regards,
[Your Name]