

Technology Asset Loan Approval Request

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Company/Organization Name]

[Insert Company Address]

Dear [Recipient's Name],

I am writing to formally request approval for the loan of technology assets needed for [briefly describe the project or purpose]. The specific assets required are as follows:

- [Asset 1: description and purpose]
- [Asset 2: description and purpose]
- [Asset 3: description and purpose]

The estimated duration of the loan will be from [start date] to [end date]. These assets are crucial for [explain the significance of the assets for your work or project].

I appreciate your consideration of this request and am happy to provide any further information you may need. I look forward to your positive response.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Company/Organization Name]

[Your Contact Information]