**Date:**

**To**

**[The Recipient Name]  
[Designation]**

**Re. Permission for the Use of Electron Microscope in Understanding and Study of Bacterial Infections in the Biological Sciences Class of Grade-V, Room-XIV**

Dear [NAME],

This letter is to request an electron microscope that I need for my students of grade-V in the school. The students are studying Microbiology and Bacteria in the class of Biological Sciences. My students need five electron microscopes, whereas the biology lab has only three of them. The rest of them have to be borrowed.

The students of grade V are not mature enough to understand the factors and impacts of microbiology and therefore, I am taking them to the biology lab for the analysis and first-hand observation of bacteria and other microorganisms.

I have requested the school authorities to provide lab equipment according to the student count, but it has been informed that providing the students can take some time. I and my students shall be very glad and grateful to you if you please allow us to use the electron microscopes available in the Department of Physics. If yes, then please ask the servicemen of the physics lab to take three EMs to the Biology Lab.

We shall need this equipment from 9 AM to 12 PM on [DATE]. I will take due care of the equipment and shall return on [DATE] in proper condition without leaving any damage. Please send me a confirmation email if you allow it. I thank you in anticipation.

Respectfully,

[Name]  
[department]  
[school]