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Dear Sir,

Good day!

On behalf of our group, I would like to respectfully request your permission to borrow the following equipment for academic purposes related to our upcoming multimedia podcast.

- Sound Mixer or Equalizer
- Multi-Camera Video Mixer Switcher
- Camera
- Tripod
- Microphone

We intend to use the equipment on **[insert specific date here]**, and we assure you that it will be handled with the utmost care and returned promptly after use.

We hope for your kind approval.

Thank you very much!

Sincerely,
Roxanne D. Dalag

Approved by:
Mr. Pol A. Miro

Noted / Approved by:
Engr. Edward B. Bertulfo, MSIT