

[Your Name]  
[Your Job Title]  
[Date]

To: [Manager's Name or HR Department Name]  
[Company Name]

Subject: Request for Ergonomic Workspace Assessment and Equipment

Dear [Manager's Name],

I am writing to formally request an ergonomic assessment of my current workstation and the provision of specific equipment to ensure a healthy and productive working environment.

Recently, I have been experiencing [mention symptoms, e.g., lower back pain, wrist strain, or neck tension] while performing my daily tasks. To prevent further discomfort and potential long-term injury, I believe the following modifications or items are necessary:

- [Item 1: e.g., Ergonomic office chair with lumbar support]
- [Item 2: e.g., Height-adjustable standing desk]
- [Item 3: e.g., Ergonomic keyboard and mouse]
- [Item 4: e.g., Monitor riser or adjustable dual-monitor arm]

I am committed to maintaining high performance in my role, and these adjustments will allow me to work more efficiently and comfortably. I am happy to discuss these needs further or meet with an occupational health specialist if required by company policy.

Thank you for your time and for supporting my health and safety at work. I look forward to your response.

Sincerely,

[Your Signature]  
[Your Printed Name]