

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

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

Subject: Request for Reasonable Accommodation - Ergonomic Chair

Dear [Name of Contact],

I am writing to formally request a reasonable accommodation regarding my workstation setup. Due to [a medical condition / persistent back pain / physical limitations], I am experiencing significant discomfort that affects my ability to perform my job duties effectively.

To perform the essential functions of my position, I require an ergonomic office chair that provides [specific features, e.g., lumbar support, adjustable armrests, seat depth adjustment]. This equipment will allow me to maintain proper posture and reduce physical strain during work hours.

I have attached [documentation from my healthcare provider / a specific product recommendation] that outlines my medical necessity for this equipment.

I am happy to discuss this request further or explore alternative options that would meet my medical needs. Thank you for your time and assistance in this matter.

Sincerely,

[Your Signature]
[Your Printed Name]