

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

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

Subject: Request for Height Adjustable Standing Desk

Dear [Manager's Name],

I am writing to formally request a height adjustable standing desk for my workspace. After evaluating my current workstation setup, I believe that having the ability to alternate between sitting and standing will significantly improve my productivity and long-term health.

Extended periods of sitting have led to [mention specific reason, e.g., lower back discomfort / neck strain / decreased energy levels]. A sit-stand desk would allow me to maintain better posture and stay more engaged throughout the workday.

I have researched several options that are compatible with our office layout and budget. I am happy to share these suggestions or work with our procurement team to find a suitable model.

Thank you for considering this request to improve my work environment. I look forward to your response.

Sincerely,

[Your Signature]  
[Your Printed Name]