

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

[Manager's Name]
[Department]
[Company Name]

Subject: Request for Remote Work Ergonomic Equipment

Dear [Manager's Name],

I am writing to formally request assistance in optimizing my remote work environment. As I continue to work from home, I have identified a need for specific ergonomic equipment to maintain my productivity and prevent physical strain.

Currently, my workspace lacks the necessary support for long-term health and efficiency. To ensure I can perform my duties to the best of my ability, I am requesting the following items:

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

Proper ergonomic alignment will help me avoid repetitive strain injuries and maintain a high level of output. I have researched several options that fit within a reasonable budget and am happy to share these links or discuss the company's preferred vendors.

Please let me know the process for requesting these items or if there is a specific budget allocated for home office setups. I am available to discuss this further at your convenience.

Thank you for your support and for prioritizing employee wellness.

Sincerely,

[Your Signature]
[Your Printed Name]