

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

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

Subject: Request for Ergonomic/Orthopedic Keyboard and Mouse

Dear [Recipient Name],

I am writing to formally request the provision of an orthopedic keyboard and mouse for my workstation. This request is intended to improve my workstation ergonomics and support long-term physical health while performing my daily tasks.

Currently, I am experiencing [mention symptoms, e.g., wrist strain, discomfort, or numbness] due to the repetitive nature of my typing and mouse usage. I believe that transitioning to ergonomic peripherals will help alleviate these issues and maintain my productivity levels.

Specifically, I am requesting the following items:

- [Insert specific model of Orthopedic/Split Keyboard]
- [Insert specific model of Ergonomic/Vertical Mouse]

I have attached [mention any medical documentation or product links, if applicable] to support this request. I am happy to discuss how these tools will assist me in my role or to look at preferred vendors within our company procurement policy.

Thank you for your time and for supporting a healthy work environment. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]