

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

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

Subject: Request for Preventative Workplace Ergonomic Assessment

Dear [Recipient Name],

I am writing to formally request a professional ergonomic assessment of my current workstation. This request is being made as a preventative measure to ensure that my workspace is configured correctly to support long-term health and productivity.

As I spend the majority of my workday at my desk, I want to ensure that my chair, monitor height, and keyboard positioning are optimized to prevent potential repetitive strain injuries or musculoskeletal issues before they develop.

I would appreciate it if you could coordinate with the relevant department to schedule a review of my setup. Please let me know what steps I need to take or if there are specific forms I need to complete to move this request forward.

Thank you for your time and for supporting a healthy work environment.

Sincerely,

[Your Signature]  
[Your Printed Name]