

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

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

Subject: Request for Posture Corrective Ergonomic Equipment

Dear [Name],

I am writing to formally request a review of my current workstation setup and the provision of posture corrective ergonomic equipment. As I spend a significant portion of my workday at my desk, I have noticed increasing discomfort and strain that I believe is related to my current seating and equipment configuration.

To maintain my productivity and prevent long-term musculoskeletal issues, I would like to request the following items:

- [Item 1: e.g., Ergonomic Office Chair with lumbar support]
- [Item 2: e.g., Adjustable Monitor Stand]
- [Item 3: e.g., External Ergonomic Keyboard and Mouse]
- [Item 4: e.g., Footrest or Sit-Stand Desk Converter]

Proper ergonomic support will allow me to maintain a neutral posture, reduce physical fatigue, and focus more effectively on my daily tasks. I am happy to meet with an ergonomic specialist or provide further documentation if required by company policy.

I have researched several options that fit within a reasonable budget and would be happy to share those links with you. Thank you for your time and for supporting a healthy work environment.

Sincerely,

[Your Signature]
[Your Printed Name]