

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

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

Subject: Request for Maternity Ergonomic Workstation Assessment and Equipment

Dear [Manager's Name or HR Representative],

I am writing to formally request an ergonomic assessment of my workstation and the provision of supportive equipment due to my pregnancy. As my pregnancy progresses, I am experiencing physical changes that make my current desk setup uncomfortable and are affecting my ability to perform my duties efficiently.

Specifically, I am requesting the following items to help maintain a healthy and productive working environment:

- An adjustable ergonomic office chair with lumbar support.
- A footrest to reduce pressure on my legs and lower back.
- An adjustable desk converter or sit-stand desk to allow for posture changes.
- [Insert any other specific items, such as a support cushion or monitor riser].

I have attached a note from my healthcare provider confirming the necessity of these adjustments for my health and comfort during this time. I would appreciate it if we could arrange an assessment or discuss the procurement of these items by [Date].

Thank you for your support and for helping me maintain a safe and productive workspace during my pregnancy.

Sincerely,

[Your Signature]
[Your Printed Name]