

To: [Name of Supervisor or HR Department]

From: [Your Name]

Date: [Current Date]

Subject: Request for Ergonomic Equipment: Anti-Fatigue Mat and Footrest

Dear [Name of Supervisor or HR Representative],

I am writing to formally request the provision of an anti-fatigue mat and an adjustable footrest for my workstation.

As my current role involves [mention if you stand for long periods or sit for long periods], I have been experiencing physical discomfort in my [lower back/legs/feet]. After reviewing ergonomic best practices, I believe these items will help improve my posture, reduce physical strain, and increase my overall productivity.

Specifically, I am requesting:

- **Anti-Fatigue Mat:** To provide cushioning and support while standing.
- **Adjustable Footrest:** To ensure proper spinal alignment and circulation while sitting.

I have identified a few options that fit within a reasonable price range and am happy to share those links with you if needed. Alternatively, I can use the company's preferred office supply vendor.

Thank you for supporting my health and safety in the workplace. I look forward to your response regarding this request.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]