

To: [Manager's Name or IT Department]

From: [Your Name]

Date: [Current Date]

Subject: Request for Dual Monitor Ergonomic Mount

Dear [Name],

I am writing to formally request a dual monitor ergonomic desk mount for my workstation.

Currently, my dual monitors take up a significant portion of my desk space and are not positioned at the correct eye level. This setup leads to poor posture and neck strain during long working hours. An adjustable mount would allow me to:

- Align the screens at the recommended ergonomic height to prevent physical discomfort.
- Free up desk space for better organization and workflow.
- Easily switch between landscape and portrait orientations for specific tasks.

I believe this small investment will improve my daily productivity and support a healthier long-term work environment. I have identified a suitable model [Insert Link/Model Name if applicable] that fits within the standard office equipment budget.

Thank you for considering my request. I look forward to your approval.

Best regards,

[Your Name]

[Your Job Title]