

Date: [Date]

To: [Manager Name or Human Resources Department]

From: [Your Name]

Subject: Request for Temporary Ergonomic Desk Accommodation

Dear [Name of Contact],

I am writing to formally request a temporary ergonomic accommodation regarding my workstation due to a recent injury. I am currently recovering from [briefly mention injury, e.g., a wrist fracture or lower back strain], which has impacted my ability to perform my duties using my current desk setup.

Based on medical advice, I require the following temporary adjustments to ensure I can continue working productively and safely during my recovery:

- [Item 1: e.g., Sit-stand desk converter]
- [Item 2: e.g., Ergonomic keyboard and mouse]
- [Item 3: e.g., Adjustable office chair with lumbar support]
- [Item 4: e.g., Footrest]

I anticipate needing these accommodations for approximately [number of weeks/months], ending on or around [expected recovery date]. I have attached a note from my healthcare provider confirming the necessity of these adjustments.

I am committed to fulfilling my job responsibilities and believe these tools will allow me to do so without aggravating my injury. Please let me know the next steps for procuring these items or if we need to schedule a brief meeting to discuss this further.

Thank you for your support and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]