

[Your Name]
[Your Job Title]
[Your Employee ID Number]
[Date]

To: [Manager Name or HR Representative Name]
[Company Name]
[Department]

Subject: Request for Ergonomic Accommodation

Dear [Recipient Name],

I am writing to formally request an ergonomic accommodation to assist me in performing my job duties effectively and safely. Due to [mention specific reason, e.g., chronic back pain, repetitive strain injury, or a recommendation from a medical professional], I require adjustments to my current workspace.

Based on my current needs, I am requesting the following equipment/adjustments:

- [Item 1: e.g., Adjustable standing desk]
- [Item 2: e.g., Ergonomic office chair with lumbar support]
- [Item 3: e.g., Split keyboard and vertical mouse]
- [Item 4: e.g., Monitor risers]

I have attached [mention attachment, e.g., a doctor's note or an ergonomic assessment report] which outlines the medical necessity for these specific requirements. These accommodations will allow me to maintain productivity and prevent further physical strain while performing my essential work functions.

I am available to discuss this request further and explore the options available through the company. Please let me know the next steps in the procurement or approval process.

Thank you for your time and support regarding my health and professional well-being.

Sincerely,

[Your Signature]
[Your Printed Name]