

[Your Name]
[Job Title/Clinical Laboratory Scientist]
[Department]
[Date]

To: [Manager Name/Occupational Health Department]

Subject: Request for Ergonomic Microscope Modifications

Dear [Recipient Name],

I am writing to formally request ergonomic modifications to my microscopy workstation. As a Clinical Laboratory Scientist, I spend approximately [Number] hours per day performing microscopic analysis. Currently, I am experiencing [mention specific symptoms, e.g., neck strain, back pain, or eye fatigue] due to the repetitive nature and static posture required by my current equipment setup.

To mitigate the risk of long-term musculoskeletal injury and to maintain diagnostic accuracy, I am requesting the following modifications:

- Installation of an adjustable ergonomic tilting binocular head to maintain a neutral neck posture.
- Eye-level risers or spacers to adjust the eyepieces to my specific seated height.
- Extended stage handles to allow for a relaxed arm and shoulder position.
- An adjustable, medically-rated ergonomic chair with proper lumbar support.

These adjustments will significantly improve my productivity and ensure compliance with workplace safety standards. I am available to meet with an ergonomic evaluator to discuss these requirements in further detail.

Thank you for your time and for supporting a healthy work environment.

Sincerely,

[Your Signature]
[Your Printed Name]