

[Your Name]
[Your Job Title]
[Date]

To: [Manager's Name]
Outpatient Clinic Manager
[Clinic Name]

Subject: Request for Ergonomic Keyboard Accommodation

Dear [Manager's Name],

I am writing to formally request a reasonable workplace accommodation to assist me in performing my daily clinical and administrative duties. Due to [mention medical condition or persistent strain/discomfort], I am experiencing difficulty using the standard keyboard currently provided at my workstation.

To perform my job functions effectively and prevent further injury, I am requesting an ergonomic keyboard. Specifically, I am requesting a [mention specific model if recommended, e.g., split-key or tented keyboard]. This equipment will help reduce strain during data entry and patient charting.

I have attached [mention medical note or documentation, if applicable] from my healthcare provider supporting this necessity. I am happy to discuss how this adjustment will help me maintain productivity and provide the best care for our patients.

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

Sincerely,

[Your Signature]
[Your Printed Name]