

[Your Name]
[Your Job Title]
[Your Email/Phone Number]

[Date]

[Manager or HR Representative Name]
[Company Name]
[Company Address]

Re: Request for Ergonomic Workplace Accommodation

Dear [Name],

I am writing to formally request a workplace accommodation to help me perform my job duties effectively. Due to [mention medical condition or physical discomfort, e.g., chronic back pain/carpal tunnel], I am experiencing difficulty maintaining my current workstation setup for extended periods.

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

- [Item 1, e.g., An adjustable sit-stand desk]
- [Item 2, e.g., An ergonomic office chair with lumbar support]
- [Item 3, e.g., An ergonomic keyboard and mouse]

I have attached documentation from my healthcare provider that outlines my functional limitations and supports the need for these specific tools. These accommodations will allow me to complete my tasks more efficiently and reduce the risk of further injury.

I am happy to discuss these requirements with you or participate in a formal ergonomic assessment if required by the company. Thank you for your time and for supporting my health and productivity.

Sincerely,

[Your Signature]
[Your Printed Name]