

Request for Workstation Modernization

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Workstation Modernization Request

Dear [Manager's Name],

I am writing to formally request the modernization of my current workstation located at [insert location]. As our work demands are evolving, it has become increasingly clear that my current setup is hindering my productivity and efficiency.

The following upgrades are recommended:

- Upgrade to a faster CPU
- Increase RAM capacity
- Replace the existing monitor with a larger, high-resolution display
- Improve ergonomic accessories, such as a keyboard and chair

These enhancements will not only aid in improving my daily workflow but also contribute positively to our team's overall performance. I believe that investing in these upgrades is essential to keeping pace with our project's requirements.

I look forward to discussing this request with you at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]