

Request for Remote Work Equipment

Dear [Manager's Name],

I hope this message finds you well. As we continue to adapt to remote work, I would like to formally request additional equipment that will enable me to optimize my productivity and maintain high-quality performance in my role.

Currently, I am facing challenges with [describe current equipment limitations, e.g., a slow computer, inadequate internet connection, etc.]. To address these issues, I believe that having [list specific equipment, e.g., a new laptop, a second monitor, a wireless headset, etc.] will greatly enhance my work efficiency and effectiveness.

I appreciate your support in ensuring that I have the appropriate tools to excel in my duties. Please let me know if we can discuss this request further.

Thank you for considering my request.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]