

Requisition for Ergonomic Equipment for Remote Work

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Dear [Manager's Name],

I hope this message finds you well. As I continue to work remotely, I have noticed that my current workstation setup may not be sustainable for long-term productivity and comfort. To enhance my work experience and ensure better posture, I would like to formally request ergonomic equipment.

The specific items I am requesting include:

- Ergonomic office chair
- Adjustable standing desk
- Keyboard and mouse that promote better wrist posture

Investing in these items will not only improve my comfort and health but will ultimately lead to increased productivity and efficiency in my role.

Thank you for considering my request. I am happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]