

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the possibility of obtaining a dual-screen workstation to enhance my productivity and efficiency in my role as [Your Job Title]. Having identified that a dual-screen setup can significantly improve workflow by allowing for multitasking and a more organized screen space, I believe this investment would be beneficial for both my personal performance and the overall output of our team.

I would appreciate the opportunity to discuss this further and, if possible, arrange a demonstration of how this setup could work within our existing infrastructure.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Job Title]