

[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 letter finds you well. I am writing to discuss the potential benefits of using vertical monitor orientation in our workstations.

As we strive for improved productivity and ergonomic designs, I believe that adapting to a vertical monitor setup would greatly enhance our workflow, particularly for tasks involving lengthy documents, coding, or multitasking applications.

Key advantages include:

1. ****Increased Visibility:**** Vertical monitors allow for easier reading of long-form content.
2. ****Space Efficiency:**** By using vertical orientation, we can maximize desk space.
3. ****Improved Posture:**** This setup encourages a more natural head and neck position, reducing strain over time.

I would like to propose a trial period to assess the impact of vertical monitors on our productivity and comfort levels.

Thank you for considering this suggestion. I look forward to discussing it further.

Sincerely,

[Your Name]
[Your Job Title]