

Use the email template below to request your own SHÖ•G™ Privacy Screen from your employer!

Dear [MANAGER'S NAME],

As you know, working from home is safe, but poses challenges in the form of distracting spouses, kids, pets, and other unprofessional sights and sounds. Given the uncertain future for returning to the office, I would be much more productive at home if I could convert my office space into a physical zone strictly dedicated to work. The elimination of visual and acoustical distraction would reflect positively both on my professionalism and [INSERT YOUR COMPANY'S NAME HERE]'s image during our regular video meetings. To that end, I would like to request a SHÖ•G™ Privacy Screen from SMARTdesks®.

This product would enable me to set up a temporary room partition and more effectively divide my home office from the rest of my personal space. Made in the U.S.A., the SHÖ•G™ is also made from recycled fibers and has a noise reduction coefficient of 0.90, which means it reduces ambient noise by 90%.

The SHÖ•G™ Privacy Screen is only available from SMARTdesks, which makes all of its products in the USA and offers a one year warranty on the SHÖ•G™. You can learn more at the following link:

<https://store.smartdesks.com/sho-g-privacy-screen.html>

Please let me know if I am approved to move forward with the procurement process for the SHÖ•G™ Privacy Screen and who would be my best point of contact to help place the order on behalf of [INSERT YOUR COMPANY'S NAME HERE].

Thank you for your time and consideration.

Sincerely,

[YOUR NAME

YOUR TITLE AND/OR DEPARTMENT

your.email@domain.com

(---) --- ---- ext. ____]