

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Subject: Extension of Remote Work Accommodation Request

Dear [Manager's Name],

I am writing to formally request an extension of my current remote work accommodation, which is currently scheduled to end on [Current End Date]. I would like to request that this arrangement be extended until [Proposed New End Date].

Since transitioning to remote work, I have remained fully committed to my responsibilities and have successfully met all performance goals and deadlines. This extension is necessary due to [briefly mention reason, e.g., ongoing health considerations / childcare challenges / personal circumstances].

I am confident that I can continue to maintain my current level of productivity and stay closely connected with the team through our digital communication tools. I am open to discussing any adjustments needed to ensure this arrangement continues to support the team's objectives.

I have attached [optional: supporting documentation/medical note] for your review. Thank you for your time and for considering my request. I look forward to hearing from you.

Sincerely,

[Your Signature]
[Your Printed Name]