

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Title]
[Company/Organization Name]
[Address]

Subject: Extension Request for Mental Health Accommodation

Dear [Recipient Name],

I am writing to formally request an extension of my current workplace accommodations, which were originally approved on [Start Date] and are scheduled to end on [End Date].

As we previously discussed, I have been managing a mental health condition that requires specific adjustments to my work [environment/schedule/duties]. While these accommodations have been very helpful in allowing me to perform my job effectively, my healthcare provider has recommended that these supports remain in place for an additional period to ensure continued stability and productivity.

Specifically, I am requesting to extend the following accommodations:

- [List specific accommodation 1]
- [List specific accommodation 2]

I am requesting that these measures be extended until [Proposed End Date] or until a follow-up evaluation is completed. I have attached updated documentation from my medical provider confirming the ongoing need for these arrangements.

I remain committed to my role and believe that this extension will allow me to continue contributing to the team at my full potential. I am available to meet and discuss this request or any necessary adjustments to my current plan.

Thank you for your ongoing support and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]