

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

[Date]

[Manager's Name or HR Representative Name]  
[Company Name]  
[Company Address]

**Subject: Request for Extension of Reasonable Accommodation**

Dear [Name],

I am writing to formally request an extension of my current workplace accommodations, which are currently scheduled to expire on [Current End Date].

As you are aware, I have been working with [Specific Accommodation, e.g., a modified schedule/remote work/ergonomic equipment] due to [Optional: brief mention of medical condition or "my ongoing health recovery"].

Based on the recent recommendation of my healthcare provider, I require an extension of these accommodations to ensure I can continue to perform the essential functions of my role effectively while managing my health. I am requesting that the current arrangements be extended until [Proposed New End Date or "until my next medical review on Date"].

I have attached updated documentation from my physician outlining the necessity for this extension and the expected duration.

I remain fully committed to my work and am happy to discuss how we can continue to make this arrangement successful for the team. Thank you for your ongoing support and for considering this request.

Sincerely,

[Your Signature]

[Your Printed Name]