

[Your Name]
[Your Job Title]
[Your Address/Contact Information]

[Date]

[Recipient Name]
[Recipient Title/Human Resources]
[Company/Firm Name]
[Address]

RE: Good Faith Request for Reasonable Accommodation - Extended Medical Leave

Dear [Recipient Name],

I am writing to formally engage in the interactive process to request a reasonable accommodation regarding my employment. Due to a qualifying medical condition, as documented by my healthcare provider, I am requesting an extension of my current medical leave starting from [Start Date] through [Anticipated Return Date].

I am fully aware that the firm is currently engaged in major litigation regarding [Name of Case/Project]. I understand the critical nature of the upcoming deadlines and the impact my absence may have on the team. I am making this request in good faith and remain committed to a productive resolution that balances my medical necessity with the firm's operational needs.

To assist in mitigating the impact of my absence during this litigation phase, I propose the following transition measures:

- A comprehensive status memorandum detailing all pending tasks and upcoming filing deadlines.
- Availability for a brief hand-off briefing with the designated covering counsel/team member.
- Organization of all relevant digital files and correspondence for immediate access.

I have attached the necessary medical certification from my physician which supports the requirement for this extension and confirms that I am unable to perform my essential job functions during this period. I am open to discussing alternative solutions or a modified work schedule upon my recovery that would allow me to resume my contributions to the litigation team.

Please let me know what additional information you require or when we can discuss this request further. I look forward to your response by [Date].

Sincerely,

[Signature]

[Your Printed Name]