[Date]

Dr Dermot Kelleher

Dean, Faculty of Medicine

317-2194 Health Sciences Mall

Vancouver, BC V6T 1Z3

Dear Dr. Kelleher,

**RE: Request for extension of Dr. [Name] as a Postdoctoral Fellow past five years**

I am writing to request your approval for the extension of Dr. [Name] as a Postdoctoral Fellow from [Extension start date] to [Extension End Date], if approved, will be an exception to UBC Policy AP10, Section 2.3. Specifically, I request that Dr. [Name] to be appointed as a Postdoctoral Fellow for more than five years.

Dr. [Name] has been a Postdoctoral Fellow in the Department/School since [original start date]. [If applicable: include leave of absence dates.] They will be in their sixth (6th) year as a Postdoctoral Fellow on [date]. [Include rationale for an extension, for example, research interruption, additional time to complete publications, or to utilize the full fellowship award, etc.]

In light of the aforementioned circumstances, I kindly request your consideration and support Dr. [Name]’s extension as a Postdoctoral Fellow until [extension end date].

Sincerely,

Academic Unit Head/Director