

Job Application - Request for Delay in Moving

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my gratitude for the opportunity to join [Company Name] as [Job Title]. I am excited about the prospect of contributing to your team.

However, I would like to request a brief delay in my moving process due to [brief explanation of your reason: personal circumstances, logistical issues, etc.]. I believe that a slight extension would allow me to transition more smoothly and focus entirely on my new role at [Company Name].

If possible, I would greatly appreciate any flexibility regarding my start date. I am eager to contribute my skills and can assure you of my commitment to the position.

Thank you for considering my request. I look forward to your understanding and support. Please let me know a convenient time to discuss this further.

Sincerely,

[Your Name]