

Subject: Request for Extension of Job Offer

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of the job offer I received for the position of [Job Title] at [Company Name], which was set to expire on [Expiration Date].

Due to [brief explanation of the reason for the request, e.g., personal circumstances, need for more time to consider], I was unable to respond to the offer within the initial timeframe. I am very enthusiastic about the opportunity to join [Company Name] and believe that my skills and experiences align well with the team.

If possible, I would greatly appreciate an extension of [number of days/weeks] to allow me to make a well-informed decision. I understand the importance of timely decisions and assure you that I am committed to providing a response as soon as possible.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]