

Offer Availability Extension Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the availability of the offer extended to me on [Original Offer Date]. Due to [brief explanation of reason for extension request], I would greatly appreciate it if you could allow me additional time to consider your proposal.

Ideally, I would like to request an extension until [New Proposed Date]. I believe this additional time will allow me to make a well-informed decision regarding the offer.

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

Sincerely,

[Your Name]