

# Request for Extension on Graduate Assistantship Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Department/Office Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the offer for the graduate assistantship position I was awarded for the [insert semester/year] term.

Due to [briefly explain reason for extension request, e.g., personal circumstances, need for additional time to make a decision], I kindly ask if it would be possible to extend the decision deadline for my acceptance of this offer.

I greatly appreciate the opportunity and would like to ensure I make an informed decision. If you could grant me some additional time, I would be extremely grateful.

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

Sincerely,

[Your Name]