

[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 formally request an extension on the deadline for the job offer I received for the [Job Title] position dated [Offer Date].

After careful consideration, I am very enthusiastic about the opportunity to join [Company Name]. However, I find myself needing additional time to make my decision due to [brief explanation of reason, e.g., personal circumstances, ongoing discussions with another company, etc.].

I would greatly appreciate it if you could provide an extension of [specific number of days/weeks] on the deadline, which would allow me to thoughtfully evaluate this important decision.

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

Sincerely,

[Your Name]