

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Extension on Job Offer Deadline

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for the job offer for the position of [Job Title] at [Company's Name]. I am very excited about the opportunity to join your team.

However, I would like to request an extension on the deadline to accept the offer. Due to [brief reason such as needing to evaluate other commitments, personal circumstances, etc.], I would appreciate a little more time to make an informed decision.

If possible, I kindly ask for an extension of [specific time frame, e.g., one week, two weeks] to thoroughly consider the offer. I genuinely appreciate your understanding and consideration in this matter.

Thank you for your attention to this request. I look forward to your response.

Sincerely,

[Your Name]