

Extension Request for Employment Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request an extension on the decision for the employment offer for the position of [Job Title], which is currently set to expire on [Original Deadline Date].

Due to [brief reason for the request, e.g., personal matters, pending offers, etc.], I would greatly appreciate any consideration you might extend regarding a possible extension of the deadline.

If possible, I kindly ask for an additional [number of days/weeks] to finalize my decision. I am very enthusiastic about the opportunity to join [Company's Name] and want to ensure that I make the best-informed choice.

Thank you for considering my request. I look forward to your understanding and hope to hear from you soon.

Warm regards,

[Your Name]