

[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]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my gratitude for the job offer to join [Company's Name] as a [Job Title]. I am truly excited about the opportunity and the potential to contribute to your team.

After careful consideration, I would like to request an extension of the acceptance period for the job offer. I would appreciate some additional time to evaluate my options thoroughly and ensure that I make the most informed decision regarding this significant career move.

If possible, I kindly request an extension of [specific duration, e.g., one week] to finalize my decision. I believe this will allow me to give the opportunity the consideration it deserves.

Thank you for understanding, and I hope to hear from you soon. I look forward to your positive response.

Sincerely,
[Your Name]