

Subject: Inquiry Regarding Job Offer Extension

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending the job offer that was previously provided to me for the [Job Title] position at [Company Name].

Due to [brief reason for the request, e.g., "personal circumstances" or "a scheduling conflict"], I am unable to accept the offer by the current deadline. I truly appreciate the opportunity to join your esteemed organization and would love to discuss the possibility of an extension.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]