

Subject: Request for Extension on Job Offer Response

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the offer to join [Company Name] as [Job Title]. I am very excited about the opportunity to contribute to your team.

However, I kindly request a brief extension to my response date due to some personal considerations that require my attention. I want to ensure I make a fully informed decision.

Would it be possible to have until [Proposed New Date] to provide my final decision? I appreciate your understanding and support in this matter.

Thank you once again for this incredible opportunity. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]