

Subject: Request for Extension on Job Offer Acceptance

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the job offer for the position of [Job Title] at [Company Name]. I am very excited about the opportunity and appreciate the confidence you have shown in my abilities.

However, I would like to request a little additional time to consider the offer more thoroughly. I am currently reviewing some important aspects of my decision-making process and want to ensure that I make the best choice for both myself and [Company Name].

If possible, I kindly ask for an extension of [specific time frame, e.g., one week] to finalize my decision. I greatly appreciate your understanding and consideration in this matter.

Thank you once again for the offer. I look forward to your response.

Best regards,
[Your Name]
[Your Phone Number]
[Your Email Address]