

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 would like to express my sincere gratitude for the job offer for the position of [Job Title] at [Company's Name]. I am very excited about the opportunity to join your team.

However, I would like to formally request a postponement of my deadline to accept the offer. Due to [brief explanation of the reason, e.g., personal matters, needing more time to consider the offer], I would appreciate additional time to make a well-informed decision.

If possible, I kindly ask for an extension of [specific time period you need] before confirming my acceptance. I greatly value this opportunity and want to ensure that I can fully commit to the role.

Thank you for considering my request. I am looking forward to your understanding and am eager to potentially be a part of [Company's Name].

Sincerely,
Your Name