

Request for Extension of Job Offer Consideration

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my gratitude for the job offer for the position of [Job Title] at [Company Name]. I am very excited about the possibility of joining your team and contributing to the continued success of your organization.

However, I would like to request a brief extension on the timeframe to consider this generous offer. Due to [brief explanation of your reason, e.g., personal circumstances, pending job offers, etc.], I hope to have a bit more time to evaluate the offer and make an informed decision.

Would it be possible to extend the deadline for my response to [proposed new deadline]? I sincerely appreciate your understanding and consideration in this matter.

Thank you once again for this opportunity. I am looking forward to your response.

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