

Dear [Hiring Manager's Name],

Thank you very much for extending the job offer for the [Job Title] position at [Company Name]. I truly appreciate the opportunity and am excited about the prospect of joining your team.

However, I would like to request some additional time to consider the offer in order to evaluate my options thoroughly. I want to ensure that I make the most informed decision possible.

Could you please let me know if it would be possible to extend the response deadline to [Proposed Date]? I hope this will allow me the necessary time to provide you with a well-considered response.

Thank you for your understanding, and I look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]