

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 a [Job Title]. I am excited about the opportunity and the prospect of contributing to your team.

However, I would like to request a brief extension on the response deadline. I am currently evaluating several factors that will impact my decision, and I want to ensure that I make the best choice for both myself and [Company Name].

Would it be possible to have an additional [number of days] days to consider the offer? I appreciate your understanding and flexibility in this matter.

Thank you very much for your time and consideration. I look forward to your positive response.

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