

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Hiring Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally request an extension on the decision period for the job offer I received for the [Job Title] position at [Company Name]. I am truly appreciative of the offer and am excited about the opportunity to join your team.

Due to [brief reason for the request, such as "some personal considerations that require my attention"], I would greatly appreciate a little more time to finalize my decision. If possible, I would like to request an extension until [new proposed deadline].

Thank you very much for considering my request. I am looking forward to your understanding and remain very enthusiastic about the possibility of working at [Company Name].

Sincerely,  
Your Name