

Subject: Request for Extension on Job Offer Decision

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my sincere gratitude for the offer to join [Company Name] as [Job Title]. I am excited about the opportunity and appreciate the time and effort you and your team have invested in the interview process.

After careful consideration, I would like to request a little more time to make my decision. The offer is significant, and I want to ensure that I make the best choice for my career and personal goals.

If possible, I would greatly appreciate an extension until [proposed date] to finalize my decision. Thank you for your understanding, and I look forward to your response.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]