

Request for Co-op Program Offer Extension

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of the offer I received for the co-op program position at [Company Name], which is set to start on [Start Date]. Due to [brief reason for the request], I am unable to confirm my acceptance at this time.

Understanding the importance of the timeline for your processes, I would greatly appreciate any consideration you could provide in extending the acceptance deadline to [Proposed New Deadline]. This additional time will allow me to [explain how the extension will help], and I remain very enthusiastic about the opportunity to work with your esteemed organization.

Thank you very much for considering my request. I look forward to your understanding and hope to hear from you soon.

Sincerely,

[Your Full Name]

[Your Contact Information]

[Your University/College Name]