

Dear [Hiring Manager's Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I appreciate the time and effort you and your team have invested in the interview process, and I am excited about the opportunity to join your organization.

After careful consideration, I would like to request some additional time to review the offer details before providing my final decision. I aim to respond by [specific deadline, e.g., "October 10, 2023"].

Thank you once again for this opportunity. I look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]