

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

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the job offer I have previously accepted for the position of [Job Title] at [Company Name]. Due to unforeseen academic obligations that require my immediate attention, I would like to request an extension of [specific time period] before my start date.

I am genuinely enthusiastic about joining [Company Name] and am eager to contribute to the team. I appreciate your understanding of my situation and hope to arrive at a mutually beneficial solution.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,  
[Your Name]