

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to kindly request an extension of the job offer I received for the [Job Title] position at [Company Name]. I am currently in the process of completing several pending interviews that will help me make a well-informed decision regarding my career path.

While I am very excited about the opportunity to join [Company Name], I believe that taking the time to consider all options available to me would be beneficial. I greatly appreciate the offer and would like to provide you with a clear response as soon as I can.

If possible, I respectfully ask for an extension until [proposed new deadline] to finalize my decision. I understand the importance of your hiring timeline and appreciate your understanding in this matter.

Thank you for your consideration. I look forward to your response.

Warm regards,

[Your Name]

[Your Contact Information]