

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to formally request an extension of the job offer for the position of [Job Title] at [Company Name], which I received on [Offer Date].

Due to unforeseen personal circumstances, I would greatly appreciate a little more time to make my decision. I am genuinely excited about the opportunity to join your esteemed team and would like to ensure that I am able to commit fully.

If possible, I kindly request an extension of [number of weeks/days] to consider the offer. I truly value this opportunity and want to make an informed decision.

Thank you for your understanding and consideration. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Contact Information]