

## **Subject: Request for Extension of Job Offer**

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] that was offered to me on [Offer Date].

Due to unforeseen family commitments, I am unable to accept the offer by the originally stated deadline of [Original Deadline]. I am genuinely excited about the opportunity to join [Company Name] and would greatly appreciate your understanding in granting me additional time to finalize my decision.

If possible, I would be grateful for an extension of [number of weeks/days] to allow me to address these matters effectively. Thank you for considering my request; I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]