

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

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

Due to [brief explanation of reason for extension request, e.g., personal circumstances, pending offer from another employer, etc.], I would greatly appreciate any additional time you could provide for me to make my decision.

If possible, I kindly request an extension until [Proposed New Decision Date]. I assure you that I am genuinely interested in the opportunity to join your esteemed team and contribute to [Company's Name].

Thank you for considering my request. I look forward to your understanding and hope to continue our conversation soon.

Sincerely,

[Your Name]