

# Job Offer Extension Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my job offer for the position of [Job Title] at [Company's Name], originally set to commence on [Original Start Date]. Due to unforeseen medical circumstances, I am unable to start on the scheduled date.

I genuinely appreciate the opportunity to join your esteemed organization and assure you that I remain very excited about this position. If possible, I would like to request an extension for my start date to [Proposed New Start Date]. This additional time will allow me to recover and get back to my full capacity.

Thank you for considering my request. I am happy to provide any medical documentation if needed and to discuss this matter at your earliest convenience.

Sincerely,

[Your Name]