

# Request for Job Offer Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company 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 of my job offer for the position of [Job Title] at [Company Name], which I received on [Original Offer Date].

Due to personal circumstances regarding my relocation logistics, I am unable to accept the offer by the stated deadline of [Original Deadline]. An extension would greatly assist me in ensuring a smooth transition and relocation.

I am very excited about the opportunity to join [Company Name] and contribute to your team. I kindly request an extension of [Number of Days/Weeks] to finalize my relocation plans.

Thank you for considering my request. I appreciate your understanding and support, and I look forward to your response.

Sincerely,

[Your Name]