

Dear [Hiring Manager's Name],

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

After careful consideration, I would like to review the contract details further, specifically regarding [mention any specific items or clauses you wish to discuss]. This discussion will ensure that I have a complete understanding before I make my final decision.

Would it be possible to extend the acceptance deadline until [Requested Extension Date]? I appreciate your understanding and support in this matter.

Thank you for your attention, and I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]