

Your Name  
Your Address  
City, State, Zip Code  
Email: your.email@example.com  
Phone: (123) 456-7890  
Date: [Month Day, Year]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

Thank you very much for extending the job offer for the position of [Job Title] at [Company's Name]. I am honored and appreciative of the opportunity to potentially join your team.

At this time, I would like to request a brief extension to consider the offer as I am currently evaluating a couple of other opportunities. I am very enthusiastic about the prospect of working at [Company's Name] and want to make the most informed decision possible.

If possible, I would greatly appreciate an additional [number of days] days to finalize my decision. I hope this request is reasonable, and I assure you of my sincere interest in pursuing this role.

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

Sincerely,  
[Your Name]