

Request for Extension on Job Offer Decision

[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],

Thank you very much for extending the job offer for the position of [Job Title] at [Company's Name]. I appreciate the opportunity and am excited about the possibility of joining your esteemed team.

However, I would like to respectfully request an extension on my decision deadline. I am in the process of considering some important personal and professional factors that will influence my decision. Having a little more time would greatly assist me in making the best choice for my career.

If possible, I would greatly appreciate an extension until [proposed new deadline]. I understand that this may not be feasible, but I am hopeful for your understanding and consideration.

Thank you again for this opportunity, and I look forward to your response.

Sincerely,

[Your Name]