

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 a little more time to consider the job offer for the [Job Title] position at [Company Name] that was extended to me on [Date of Offer].

After careful consideration, I find myself needing additional time to evaluate the implications of this opportunity. I want to ensure that I make an informed decision that aligns with both my career goals and the expectations of your esteemed company.

Would it be possible to have an extension until [Proposed New Decision Date]? I appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]