

[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 an extension on the response deadline for the job offer I recently received for the position of [Job Title] at [Company Name], which is currently due on [Original Deadline Date].

Due to [brief explanation of your reason, e.g., personal circumstances, needing time to evaluate the offer], I would greatly appreciate some additional time to consider this opportunity thoroughly. If possible, I would like to request an extension until [Proposed New Deadline Date].

I am very excited about the possibility of joining your team and contributing to [Company Name]. Thank you for considering my request. I look forward to your understanding and I hope to hear back from you soon.

Best regards,

[Your Name]