

# Request for Extension on Job Offer Consideration

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 would like to sincerely thank you for the offer to join [Company Name] as a [Job Title]. I am genuinely excited about the opportunity and the potential to contribute to your team.

However, I would like to request a bit more time to consider the offer thoroughly. I am currently evaluating my options to ensure that I make the best decision for my career and personal goals. I would greatly appreciate it if you could extend the deadline for my response by [specify the time you need, e.g., one week].

Thank you for your understanding and consideration. I truly appreciate the opportunity and look forward to making a decision soon.

Best regards,

Your Name