

## Asking for more time to consider the offer

Subject: Request for Extension - Job Offer Response

Dear [Hiring Manager's Name],

Thank you for the job offer for the [Job Title] position at [Company Name]. I am truly excited about the opportunity and appreciate your confidence in my abilities.

I am writing to request a brief extension on my response deadline. I would like additional time to thoroughly consider this important decision and discuss it with my family. Would it be possible to extend the response deadline to [Specific Date]?

I want to assure you of my genuine interest in this position and [Company Name]. This extension will allow me to give your offer the careful consideration it deserves and provide you with a definitive answer.

I understand the importance of filling this position promptly and greatly appreciate your patience. Please let me know if this timeline works for your needs.

Thank you for your understanding.

Sincerely,

[Your Full Name]

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