

## Letter to Ask for an Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Name of Recipient,]

I am writing to ask for an extension on the date by which you require an answer to your offer of employment. I am very grateful for the offer and am strongly considering accepting it, but I have concerns about making such a decision in such a short time frame. I understand that you need to fill the position as soon as possible, but I hope you can understand my need for additional time to make this decision.

I promise to give you an answer as soon as possible, and I thank you for your patience and understanding.

Sincerely,

[Signature (hard copy letter)]

[Your Name]