

Request for Extension of Time

Dear _____:

It has become necessary for me to request a few additional days to respond to your offer of employment. In your email, you stated the offer would remain open for my consideration until (*deadline*). It would be most helpful if this expiration date could be extended to April 7.

The position you offer is very appealing to me and I am giving it serious attention. There are other employers, however, whom I have been in contact with earlier this year, and who will soon decide upon my candidacy. In fairness to the employer whose offer I select and to myself, I wish to make this choice with the best information available to me and without having second thoughts about the wisdom of my decision.

I will contact you a few days before (*deadline*) to see if you are able to approve this request.

Sincerely,

Your name