

## REQUEST FOR EXTENSION OF TIME

- ✓ Thank them for the offer
- ✓ Request extension
- ✓ State proposed offer deadline

### EXAMPLE

Dear **(Recruiter Name)**,

Thank you very much for your job/internship offer at **Company X**. I really enjoyed talking/meeting with you and your team and I appreciate the time and energy you devoted to making me this offer.

I would like to ask for more time to make this important decision. I wasn't sure if you are aware that Carnegie Mellon University recommends giving students at least 3 weeks to decide on offers [or if this is in the Fall semester, direct them to our [website](#) with dates].

In light of that information, I was wondering if you could extend my offer deadline to **(date)**? I look forward to hearing back from you.

Sincerely,

**Your Name**