

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Request for More Time – Employment Decision

Dear :

Thank you for your offer of the position of . I have enjoyed interviewing and discussing the opportunities available at {Name}. However, I am requesting an extension of time regarding my decision. Another week should be ample time regarding this choice.

I am sorry for any inconveniences this extension will cause. However, thank you for your patience and cooperation regarding this most important decision. Please feel free to contact me if needed.

Sincerely,

N A M E