



Acceptance Deadline Extension & Offer Timeline Request Sample Messages

I receive multiple offers which may have conflicting timelines. You might receive an offer with a deadline that is earlier than the deadline for my preferred role. I would like to request an extension on an acceptance deadline for my preferred role.

Subject: Thank you for your offer!

allow me a bit of extra time to review and consider.

At this time, I respectfully ask you for the favor of a short extension of my acceptance deadline. You have requested my decision by [redacted] or before [redacted].

Thank you very much for your time and consideration. I look forward to hearing from you.

Sincerely,
[redacted]

Subject: Thank you for your offer!

Dear [redacted],

I am writing to thank you for your generous offer of a [redacted] position with [redacted]. I am asking you for the favor of a two-week extension of my acceptance deadline. You have requested my decision by [redacted] until [redacted] to respond to your offer.

Thank you very much for your time and consideration. I look forward to hearing from you.

Sincerely,
[redacted]

Subject: Position Title

Dear [redacted]s

