



Ready Reference F-13 Sample Request For Extension Letter

Request for an Extension

In some cases, you may need more time than the employer has allowed for you to make a decision on a job offer. You may ask for an extension, but the employer does not have to grant it. Make sure you have a good reason for asking for an extension. Are you waiting to hear from another employer about an offer, or are you just hoping to get more interviews? Do not wait until the last minute to ask for an extension. Doing so appears that you do not think ahead and may indicate that you might behave the same way on the job. Be tactful and diplomatic in your wording. Consult CEAT Career Services if you need assistance with your individual situation.

Use the heading from your resume for your contact information

Date

Dr. Thomas G. Jones
Circuits Are Us
2300 Main Street
Portland, OR 90001

Dear Dr. Jones:

Thank you for your telephone call and letter last week offering me the position of Product Engineer with Circuits Are Us. I am excited about the opportunity this position offers both in terms of job duties and location.

You asked that I make a decision by March 22. This is an important decision and I do not have all of the information that I need in order to make this decision by that date. Would it be possible for me to supply you with my decision by March 29? I would very much appreciate such an extension, and assure you that I will be able to make a firm decision by that date.

Thank you very much for your consideration of my request.

Sincerely,

Sarah Student