

[Email Subject Line: Extension Request]

Dear _____:

Thank you for offering me the Bilingual Customer Service Representative position with Unified Uniforms' Griffin location. I am excited about the possibility of working with you.

I want to be able to give this offer the attention that it deserves. You asked that I notify you of my decision by October 9, but I will not have all the information I need in order to decide by that date. Instead, may I inform you of my decision by October 15?

I would appreciate this extension and can assure you that I will be able to make a firm decision by that date. Thank you for your consideration of my request.

Sincerely,

[NAME]