

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I want to thank you again for extending the job offer for the [Job Title] position at [Company's Name]. I am truly excited about the opportunity to contribute to your team. However, I would like to discuss the timeline of my response to the offer. I have received other job opportunities and need to make a decision soon. Therefore, I kindly request a formal offer acceptance deadline by [Insert Date].

I appreciate your understanding and look forward to your prompt response. Thank you for your consideration.

Sincerely,  
[Your Name]