

SAMPLE EXTENSION REQUEST EMAIL

**If not re-writing, any italicized text should be changed/updated to fit your circumstances.*

Email Subject: [Company Name] [Role Title/Program] Offer (ex: "Google Internship Offer")

Thank you so much for my internship offer to be a *[role title]* this upcoming summer. I am honored and excited for the opportunity this position offers, and I very much appreciate your confidence in offering me the *[internship/job/role]*.

The offer letter states that my offer is only valid until *[offer deadline]*. This is an important decision, and I am in a situation where I will not have all the information I need in order to make this decision by that date. I am wondering if you would consider extending my acceptance deadline to *[requested new deadline]*. I would very much appreciate the time, and assure you that I will be able to make a firm decision by that date.

I am happy to set up a call to discuss this more if needed. Thank you very much for your consideration of my request, and I look forward to hearing from you!

COLLEGE RECRUITING LOOPHOLE

SAMPLE RECRUITING GUIDELINES

Many campuses have guidelines for the companies that recruit their students which often includes a minimum timeframe requirement for candidates to accept their offer. See the University of Illinois guidelines and sample email below:

University of Illinois Recruiting Guidelines

OFFERS MADE DURING/ AT CONCLUSION OF:	FOR:	OFFER DEADLINE:
Summer Programs, Internships and/or Co-ops	Internship offers resulting from summer program or previous internship/co-op -OR- Full-time conversion offers resulting from internship or co-op employment	Offer should remain open for a minimum of three weeks after start of subsequent academic term or three weeks after the offer is made, whichever comes later
Fall Interviews (June 1 - December 31)	Full-time, internship, or co-op offers	If offer is made prior to October 15: Offer should remain open until November 1 or later If offer is made after October 15: Offer should remain open for a minimum of two weeks after the offer is made
Spring Interviews (January 1 - May 31)	Full-time or internship offers	If offer is made prior to March 15: Offer should remain open until April 1 or later If offer is made after March 15: Offer should remain open for a minimum of two weeks after the offer is made

SAMPLE EXTENSION REQUEST EMAIL (according to recruiting guidelines)

**If not re-writing, any italicized text should be changed/updated to fit your circumstances.*

Thank you for the letter that I received offering me the position of *[role title]* with *[company]*. I am excited about the opportunity this position offers both in terms of job duties and location, and I very much appreciate your confidence in offering me the internship.

The offer letter states that my offer is only valid until *[offer deadline]*. This is an important decision, and I am in a situation where I will not have all the information I need in order to make this decision by that date. I am wondering if you would consider extending my acceptance deadline to *[requested new deadline]*. This is as per the [University of Illinois rule](#) that offers for fall interviews cannot expire before *November 15th*. 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.