

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Salary Negotiation and Relocation Assistance

Dear [Hiring Manager's Name],

I hope this message finds you well. I'm excited about the opportunity to join [Company Name] as [Job Title]. After receiving the offer, I've given it considerable thought and would like to discuss the salary and relocation assistance package offered.

Considering my experience in [Your Industry/Field] and the additional costs associated with relocating to [New Location], I believe that an adjustment in the salary and a relocation assistance package would further support my transition and allow me to contribute effectively to [Company Name].

I would appreciate the opportunity to discuss this matter further. Thank you for considering my request, and I look forward to your response.

Warm regards,

[Your Name]