

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

Hiring Manager's Name
Company's Name
Company's Address
City, State, Zip Code

Dear [Hiring Manager's Name],

Thank you for offering me the position of Executive Assistant at [Company's Name]. I am very excited about the opportunity to contribute to your team and support the executive leadership.

After carefully considering the offer, I would like to discuss the salary component. Based on my research and industry standards for this role, along with my skills and experience in [specific relevant experience], I believe a salary in the range of [desired salary range] would be more appropriate.

I am confident that my contributions will bring significant value to your team, and I look forward to discussing this further. Thank you again for the opportunity, and I hope to hear from you soon.

Sincerely,
Your Name