

Offer Letter Revision Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my gratitude for the offer extended to me for the position of [Job Title] at [Company Name]. I am excited about the opportunity to join your esteemed organization.

However, after careful consideration, I would like to discuss a few aspects of the offer letter dated [Original Offer Letter Date]. Specifically, I would appreciate the opportunity to revisit the following items:

- Salary and benefits
- Start date
- Relocation assistance

I believe that a brief discussion could help us reach a mutually beneficial agreement. Please let me know a convenient time for us to discuss these points further.

Thank you once again for the offer and your understanding I look forward to your response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]