

[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]

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the offer to join [Company Name] as [Job Title]. I am excited about the opportunity and appreciate the trust you have placed in me.

Before I formally accept the offer, I would like to discuss the possibility of negotiating my job title and some responsibilities. I believe that my experience in [specific relevant experience] could potentially allow me to contribute more significantly to the team and the company.

Specifically, I would like to propose the title of [Proposed Job Title], which better reflects my skills and the contributions I aim to make. Additionally, I wish to have responsibilities that include [Proposed Responsibilities]. I truly believe that these adjustments would benefit both myself and the organization as we strive toward our objectives.

Thank you for considering my request. I am looking forward to discussing this further and am eager to contribute to [Company Name].

Warm regards,

[Your Name]