

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],

Thank you for the salary proposal extended to me for the position of [Job Title] at [Company Name]. I appreciate the opportunity to join your team and the confidence you have shown in my abilities.

After careful consideration, I would like to discuss the proposed salary of [Proposed Salary]. Based on my research and industry standards, as well as my experience and qualifications, I believe a salary of [Your Desired Salary] would be more appropriate for this role. I am confident that this adjustment would reflect the value I bring to the team.

I am very excited about the possibility of working at [Company Name] and am hopeful we can come to a mutually beneficial agreement. I look forward to your response.

Thank you for your understanding.

Sincerely,
[Your Name]