

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally discuss the salary offered in my job offer for the position of [Job Title] at [Company's Name]. After reviewing the offer, I noticed a discrepancy regarding the salary.

The initial discussion during the interview process indicated a salary expectation of [Expected Salary], whereas the offer states [Offered Salary]. I believe this difference may have been a misunderstanding and would appreciate the opportunity to clarify this matter.

I am very enthusiastic about the opportunity to join your team and contribute to [Company's Name]. I am confident that we can arrive at a resolution that reflects the value I will bring to the organization.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]