

Job Contract Negotiation Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a negotiation regarding the job contract that was offered to me for the position of [Job Title] at [Company Name]. I am grateful for the opportunity and excited about the prospect of joining your team.

After carefully reviewing the terms of the contract, I would like to discuss the following points:

- [Point of negotiation 1]
- [Point of negotiation 2]
- [Point of negotiation 3]

I believe these adjustments will better reflect my skills and the value I bring to the company. I am confident that we can reach a mutually beneficial agreement.

Please let me know a convenient time for us to discuss this further. Thank you for considering my request, and I look forward to your response.

Warm regards,

[Your Name]