

# Negotiation Letter for Graduate Assistantship Offer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[University/Department Name]

[University 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 of a Graduate Assistantship in [specific program/department] at [University Name]. I am excited about the opportunity to contribute to the department while furthering my academic pursuits.

After careful consideration, I would like to discuss the terms of the assistantship, particularly regarding [mention specific aspects such as stipend, work hours, or benefits]. I believe that adjustments in these areas could enhance my ability to focus on my studies while effectively contributing to the team.

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

Sincerely,

[Your Name]

[Your Program/Department]