

# Counteroffer Letter

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your recent offer regarding the settlement of [briefly describe the matter]. After careful consideration, I would like to propose a counteroffer for your review.

While I appreciate your offer of [describe the original offer], I believe a more suitable resolution would be [detail your counteroffer]. I feel this adjustment is necessary due to [provide reasoning for your counteroffer].

I am hopeful that we can come to a mutual agreement and resolve this matter amicably. Please let me know if you are open to discussing this counteroffer further.

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

Sincerely,  
[Your Name]