

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

Thank you very much for offering me the [Job Title] position at [Company's Name]. I am excited about the opportunity to join your team and contribute to [specific project or aspect of the company].

After reviewing the offer details, I would like to discuss the base salary. While I truly appreciate the offer of [offered salary], I was hoping for a salary in the range of [desired salary range] based on my [experience/skills/market research].

I am confident that my background in [your expertise] and my skills in [specific skills] will allow me to add significant value to your team. I believe that a salary adjustment would better reflect my qualifications and the contributions I aim to bring to [Company's Name].

Thank you for considering my request. I look forward to your response and am enthusiastic about the possibility of working together.

Sincerely,

[Your Name]