

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

Hiring Manager's Name  
Company Name  
Company Address  
City, State, Zip Code

Dear [Hiring Manager's Name],

Thank you for extending the job offer for the position of [Job Title] at [Company Name]. I am very excited about the opportunity to join your team and contribute to the success of the organization.

After careful consideration of the offer, I would like to discuss the signing bonus. Given my skills and the industry standards, I believe that a signing bonus of [Desired Amount] would be more aligned with my expectations and the value I bring to the role.

I am confident that we can reach an agreement that is mutually beneficial. I am very enthusiastic about the opportunity to work at [Company Name] and am looking forward to your response.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,  
[Your Name]