

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Additional Information on Job Offer

Dear [Employer's Name],

I hope this message finds you well. I am writing to express my gratitude for the job offer for the position of [Job Title] at [Company's Name]. I am excited about the opportunity and am eager to join your team.

Before I proceed with my decision, I would appreciate it if you could provide some additional information regarding the following:

- Details about the benefits package
- Opportunities for professional development
- Clarification on the job's performance expectations

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]