

Negotiation Letter for Co-op Program Offer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Negotiation of Co-op Program Offer Terms

Dear [Recipient's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to join [Company's Name] as a co-op student in [Department/Field]. After careful consideration of the offer I received, I would like to discuss a few points regarding the terms.

Firstly, I appreciate the offered stipend; however, I was hoping to negotiate a slightly higher amount to better align with the industry standards and my living expenses. Based on my research, similar positions typically offer a stipend in the range of [your desired amount].

Secondly, I would like to discuss the working hours. The current proposal states [insert current hours], but I would prefer a schedule that allows for [your preferred hours], if possible.

I am very enthusiastic about the possibility of contributing to [Company's Name] and gaining valuable experience during my co-op. I believe that with these adjustments, we can create a mutually beneficial arrangement.

Thank you for considering my requests. I look forward to your response and am hopeful for a positive resolution.

Warm regards,

[Your Name]

[Your University/College]

[Your Degree Program]