

Counteroffer Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Thank you for your offer dated [Insert Date of Original Offer] regarding the [Specify Contract/Position]. After careful consideration, I would like to present a counteroffer for your review.

Original Terms:

[List original terms you would like to change]

Proposed Terms:

[List new terms you would like to propose]

I believe that these proposed terms more accurately reflect my qualifications and the value I can bring to [Company Name]. I am excited about the opportunity to work together and hope we can reach an agreement that satisfies both parties.

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

Sincerely,

[Your Name]