

[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 position of [Job Title] at [Company's Name]. I am excited about the opportunity to contribute to your team and help achieve [Company's Goals/Values].

After careful consideration, I am pleased to accept the conditional offer, pending [any conditions]. However, I would like to discuss the proposed salary.

The offer states a salary of [offered salary]. Based on my [experience, skills, industry standards], I was hoping for a salary in the range of [your desired salary range]. I believe this adjustment would better reflect my qualifications and the value I can bring to [Company's Name].

I am enthusiastic about the possibility of joining your team and am hopeful we can reach a mutually beneficial agreement. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]