

[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]

Dear [Employer's Name],

I am writing to formally accept the job offer for the position of [Job Title] at [Company's Name]. I greatly appreciate the opportunity and am excited to contribute to your team.

After reviewing the initial terms of the offer, I would like to discuss a few aspects before finalizing my acceptance:

- **Salary:** I appreciate the proposed salary of [Initial Salary], however, based on my experience and industry standards, I would like to discuss the possibility of an adjustment to [Desired Salary].
- **Relocation Assistance:** Given that this opportunity requires relocation to [Location], I would like to request additional support for relocation costs.
- **Start Date:** I am eager to start as soon as possible, but I would appreciate the flexibility to begin on [Proposed Start Date].

I believe that with these adjustments, I can bring my best to [Company's Name] and achieve great results together. I look forward to your response and am hopeful that we can come to a mutually beneficial agreement.

Thank you once again for this incredible opportunity. I look forward to contributing to your esteemed company.

Sincerely,  
[Your Name]