

Dispute on Offer Letter Details

Date: [Insert Date]

To,

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally dispute certain details mentioned in my offer letter dated [Insert Offer Letter Date] for the position of [Job Title].

Upon reviewing the details of the offer, I noticed the following discrepancies:

- **Salary:** The offer letter states a salary of [State Disputed Salary], whereas we previously discussed a salary of [Expected Salary].
- **Start Date:** The offer mentions a start date of [Offered Start Date], but I had requested a start date of [Requested Start Date].
- **Benefits:** The benefits package included in the offer letter lacks [Specify Missing Benefits].

I believe these issues need to be addressed to ensure clarity and mutual agreement before I can accept the offer.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]