

Request for Offer Letter Adjustment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the offer letter I received for the position of [Job Title] at [Company Name], dated [Offer Letter Date].

After careful consideration, I would like to discuss [specific aspect of the offer, e.g., salary, benefits, start date] as I believe it could be mutually beneficial for both parties.

I am very enthusiastic about the opportunity to join [Company Name] and contribute to [specific projects or goals]. I am confident that with a few adjustments, we can arrive at a mutually agreeable offer.

Thank you for considering my request. I look forward to discussing this matter further. I am available at your convenience for a call or meeting.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]