

# Request for Offer Letter Revision

Date: [Insert Date]

To,

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to join [Company Name] as [Job Title]. After reviewing the offer letter, I would like to request a revision regarding [specific details/issues you want to address, e.g., salary, benefits, start date, etc.].

I believe that [briefly explain your reason for the request, focusing on value or industry standards].

Thank you for considering my request. I am very excited about the opportunity to join your team and contribute to the success of [Company Name]. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]