

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

Thank you very much for offering me the position of [Job Title]. I am excited about the opportunity to join [Company Name] and contribute to the [Department Name] team.

I have reviewed the offer details, and while the position is a great fit, I would like to discuss the base salary. Based on my [Number] years of experience in [Industry/Field], my specialized skills in [Skill 1] and [Skill 2], and current market data for this role in [Location], I was expecting a base salary in the range of \$[Target Salary].

Given my track record of [mention a specific achievement or value you bring], I am confident that I will be able to deliver immediate results for the team. Would you be open to adjusting the base salary to \$[Requested Amount]?

I am very interested in this role and would love to reach an agreement that works for both of us. Thank you for your time and for considering my request. I look forward to hearing from you.

Sincerely,

[Your Name]