

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

Thank you very much for offering me the position of [Job Title] at [Company Name]. I am very excited about the opportunity to join your team and contribute to [mention a specific project or goal].

After reviewing the offer, I would like to discuss the base salary. While I am eager to work with [Company Name], I have received a competing offer from another organization for the same role with a base salary of \$[Amount].

Because [Company Name] is my first choice, I would like to ask if you would be willing to match this figure. I believe my experience in [mention a key skill] and my track record in [mention a previous achievement] will allow me to bring immediate value to the team.

I am very interested in this role and am confident that we can reach an agreement. Thank you for your time and for considering my request.

Sincerely,

[Your Name]