

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

[Date]

[Hiring Manager Name]  
[Company Name]

Dear [Hiring Manager Name],

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

I have reviewed the offer package, and while the salary and benefits are competitive, I would like to discuss the Paid Time Off (PTO) allotment. The current offer includes [Number] days of PTO per year. Based on my [Number] years of experience in the industry and my current leave accrual of [Number] days, I would like to request an increase to [Target Number] days of PTO annually.

Work-life balance is very important to my long-term productivity and success in this role. If we can reach an agreement on this adjustment, I am prepared to sign the offer letter immediately.

Thank you for your time and for considering this request. I look forward to hearing from you.

Sincerely,

[Your Name]