

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the salary offer for the [Job Title] position I recently interviewed for at [Department/Agency Name]. I am very excited about the opportunity to join your team and contribute to [specific goals or projects of the department].

After reviewing the offered salary of [offered salary amount], I would like to propose a salary of [desired salary amount]. This request is based on [reasons for the salary increase, such as market research, previous salary, relevant experience, or skills].

I believe that my background in [specific skills or experience relevant to the position] and my ability to [mention any specific achievements or contributions] will enable me to add significant value to your team.

I appreciate your consideration of my request and look forward to discussing this further. Thank you for the opportunity, and I hope to contribute to [Department/Agency Name] soon.

Warm regards,

[Your Name]