

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

Dear [Recipient Name],

I hope this message finds you well. I would like to extend my gratitude for the offer to join [Company Name] as the Vice President of Finance. I am excited about the opportunity to contribute to the team and drive financial strategy within the organization.

After thoroughly reviewing the offer, I would like to discuss the compensation package. Based on my [number] years of experience in financial leadership roles and my successful track record in [mention any relevant achievements or skills], I believe a salary of [your desired salary] would be more aligned with my qualifications and the industry standards.

I am confident that my expertise in [specific skills or experiences relevant to the role] will bring substantial value to [Company Name], and I am eager to discuss how we can come to an agreement that reflects this. Thank you for considering my request. I look forward to your response and to the possibility of working together.

Warm regards,

[Your Name]