

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I would like to express my gratitude for the job offer for the position of [Job Title] at [Company's Name]. After carefully reviewing the offer, I am excited about the opportunity and believe I can greatly contribute to [Company's] goals and objectives. However, I would like to discuss the salary component of the offer. Based on my research and the industry standards for this role, along with my [specific skills, experience, or certifications], I was expecting a salary in the range of [desired salary range].

I believe this adjustment reflects the value I will bring to your team and aligns more closely with the market rates for similar positions. I am confident that we can come to a mutually beneficial agreement.

Thank you for considering my request. I look forward to your response and am eager to join the team at [Company's Name].

Warm regards,

[Your Name]