

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I hope this message finds you well.

I am writing to discuss my salary expectations for the [Job Title] position at [Company's Name]. After conducting thorough research on industry standards and considering my skills, experience, and qualifications, I believe that a salary range of [your salary range] would be appropriate.

I am excited about the opportunity to contribute to [Company's Name] and am confident that my expertise in [your expertise/skills] will bring significant value to your team.

Thank you for considering my salary expectations. I look forward to discussing this further.

Sincerely,
[Your Name]