

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

[Today's Date]

[Hirer's Name]
[Hirer's Title and Department]
[Street Address]
[City, State Zip Code]
[Phone Number]

Dear [Name of Recipient],

[Let the company know that you are excited to work for them. Include some things from their offer that you found really acceptable. Let them know that if possible you would like them to consider making a few changes.]

[List the changes either by using numbers, bullet points or a heading of some that each request is easy to identify. List as many as needed. Start with the most important or biggest issues first. Avoid nit-picking over little issues that are not important.]

1. [Give the change a name or a brief heading.]

[State your request. Include specific details (numbers, dollars amounts, etc.) if possible. Give a reason for the requested change. Support the request with data or details if possible.]

2. [Give the change a name or a brief heading.]

[State your request. Include specific details (numbers, dollars amounts, etc.) if possible. Give a reason for the requested change. Support the request with data or details if possible.]

3. [Give the change a name or a brief heading.]

[State your request. Include specific details (numbers, dollars amounts, etc.) if possible. Give a reason for the requested change. Support the request with data or details if possible.]

[Let them know why they should make the changes or how they will benefit from making changes to their original offer.]

[Let them know that you are ready to start working if they can accept these changes.]

Sincerely,

(Sign here for letters sent by mail or fax)

[Your Name]