### Start With a Gracious Open

The letter you write should start with an expression of gratitude for the offer and an indication that you are very much interested in the job.

**Example:**

Thank you for the offer of the project management position. I have long been a fan of this company, and the opportunity to join the team and continue advancing the mission of the organization would be a major professional step.

Next describes why you're asking for more money.

While this job is ideal for me, I'm afraid the salary currently being offered is not where I need to be at this stage of my career.

### Structure Your Argument

Continue the letter by transitioning into your request for a salary adjustment as part of your acceptance. Your language should reflect how much of a deal breaker the offered figure really is.

**Examples:**

It would be ideal if the salary could be adjusted by 10 percent.

Is there any potential for raising this salary by 10 percent?

Based on my experience and expertise, and taking into consideration the salary range indicated for this position, I request a salary adjustment of 10 percent before finalizing this offer.

I accept this offer contingent upon the upward adjustment of the salary package by 10 percent.

I am afraid I cannot accept this offer unless the salary is adjusted upward by 10 percent.

It’s likely that the employer will have to issue a new offer letter if changes are made. If your request is countered, you may accept, decline or re-counter; if the request is denied, your options include accepting the original terms or declining the position.