

## Requesting an Offer Negotiation – Sample Message

*Negotiating through dialogue (in-person, virtual meeting or phone) is recommended and negotiating by email is strongly discouraged. Email can be a tool to request a conversation: we offer the example below as a reference.*

**Subject:** Thank you for your offer!

Dear **Ms. Anderson**:

I hope you are doing well and continue to appreciate your organization's offer for the **Leadership Development Program position** with a June 202X start date. I enjoyed learning more about this opportunity and your company culture throughout the interview process.

I write to ask if we could schedule a time to discuss the offer prior to the response deadline of **Monday, October 8th**. I am available after 2pm daily and would be happy to connect by phone, through a virtual meeting, or in-person. Is there a time that would work well for you?

Thank you and I look forward to staying in touch.

Sincerely,

**Mary Marquette**

E-mail signature