Dear Mr. Recruiter,

Thank you for offering me the Marketing Director position in Seattle. I’m excited about the position, and I’m confident that I can contribute a lot to the company.

Before I can accept however, I would like to discuss compensation with you. I am currently living in Moses Lake in Eastern Washington making $70,000. While the salary you offered me of $83,000 is more than what I make now, the cost of living in Seattle is much more expensive than living in Moses Lake, making my actual pay worth much less than what I make now.

For example, according to the CNN Cost of Living Calculator, housing in Seattle is 71% more, utilities are 31% more, and transportation is 19% more. I would have to make at least $91,000 in Seattle to continue my same standard of living. I would really like to work for Company Z, and I’m excited about my future potential, so I am willing to transfer for $89,500. I hope that we can come to a mutual agreement.

Thank you,