Martin Smith  
111 Example Ave.  
Austin, TX 78610  
August 14, 2013

To:  
Holly Bertinelli  
Administrative Director  
Austin Hospital  
1 Hospital Drive  
Austin, TX 78610

Dear Ms. Bertinelli,

Thank you for your offering me the position of Medical Staff Coordinator at Austin Hospital. I am very excited to be given a chance at this position, and I am flattered that you consider me to be the top candidate.

I am hoping that we can negotiate a higher base salary before I join the team. While your offer is generous, I am seeking a salary of $52,000 annually. I believe that this figure is more in line with my skills and experience, which includes 10 years in the medical administration field.

I hope that we can meet to negotiate my salary as soon as possible. I am available throughout the week and can be reached by phone at (555) 555-5555 or by email at [email]

Once again, thank you for this opportunity, and I hope we can finalize negotiations soon.

Sincerely,

Martin Smith  
Martin Smith