

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I would like to extend my sincere gratitude for offering me the [Internship Position Title] at [Company Name]. I am enthusiastic about the prospect of joining your team and contributing to [mention any particular project, department, or value relevant to the role]. The reputation of [Company Name] and the professional development opportunities you offer are truly inspiring to me.

After careful consideration, I am eager to accept this internship. However, I would like to discuss the proposed compensation. Based on my research of comparable roles in the industry, my academic background in [Your Major/Field], and my previous experience with [describe any relevant experience, coursework, or skills], I believe a salary adjustment would reflect my qualifications and the value I can bring to your team.

The current offer of [Current Salary Offer] is appreciated. I would like to respectfully propose a revised compensation of [Proposed Salary Amount]. I believe this adjustment aligns with the responsibilities of the position and standard internship compensation in our region.

I am very much looking forward to the opportunity to learn from and contribute to [Company Name]. I hope we can discuss the possibility of adjusting the compensation, and I am open to finding a mutually agreeable solution. Thank you again for this opportunity and for considering my request.

Please let me know if we can arrange a convenient time to discuss this further. I look forward to your response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]