

Your Address  
Your City, Your State, etc.

September XX, 201X

\_\_\_\_\_, DDS, TITLE  
\_\_\_\_\_, Dental Center  
9000 W. Wisconsin  
Milwaukee, WI XXXXX

To whom it may concern:

I am writing in response to a position offer discussed on September XX, 201X, for a full-time faculty clinician role in the dental center of \_\_\_\_\_. For several reasons explained below, I am formally counter-offering a salary that is 5% higher than the original offer of \$\_\_\_\_\_: \$\_\_\_\_\_.

In this position offer discussion, there were two key areas of responsibility omitted on the offer letter and acknowledged as such in our conversation: **resident research project mentorship and resident candidate interviewing and selection**. These are two critical time-intensive areas of faculty responsibility that require a high degree of skills and whose hours working will typically occur outside of regular hours. I am committed to serving as a uniquely knowledgeable resource in these capabilities.

As well, it was not identified that my **advanced education in \_\_\_\_\_ (relevant fields)** was incorporated in past professional experiences to determine initially offered salary. I earned a \_\_\_\_\_ in 20XX and completed X \_\_\_\_\_ cases in 20XX. I've also held **licensure in \_\_\_\_\_ (field)** in the state of Illinois. These years of education and experience are directly applicable to the core responsibilities of this position and should be incorporated into the determination of salary.

Please advise as this acceptance of this counter-offer as a condition of my whole-hearted acceptance of this position. I sincerely appreciate the opportunity to serve in this role for the Dental Center at \_\_\_\_\_. It is an honor and a privilege.

Sincerely,

\_\_\_\_\_  
**[contact information if relevant]**