

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about potential remote job opportunities at [Company's Name]. With a background in [Your Field/Industry] and [Number] years of experience in [Relevant Skills/Expertise], I am very interested in contributing to your team from a remote setting.

I have a keen interest in [Company's Mission/Values or Specific Projects], and I believe my skills in [Specific Skills Related to Job] would be a great match for your needs. I would greatly appreciate any insights you could share about current or upcoming remote positions. Thank you for your time, and I look forward to the possibility of connecting further.

Sincerely,  
[Your Name]