

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific job title] position at [Company's Name] as advertised [where you found the job posting]. With my background in [your field/industry] and experience in [specific skills or relevant experience], I am confident in my ability to contribute effectively to your team while working in a telecommuting capacity.

I have [number] years of experience in [relevant experience or field] and have successfully managed [specific responsibilities or projects] that demonstrate my capability to work independently and efficiently. My proficiency in [relevant tools/software] has enabled me to maintain productivity and deliver quality results remotely.

I am particularly drawn to [Company's Name] because [specific reason related to the company or its values]. I believe that my skillset aligns well with [mention any relevant company initiatives or goals], and I am eager to bring my expertise in [your skills] to your esteemed organization.

I appreciate your consideration of my application for the telecommuting position. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for your time.

Sincerely,  
[Your Name]