

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] remote position at [Company's Name] as advertised on [Where You Found the Job Posting]. With a proven track record in [Your Area of Expertise/Industry] and a passion for [Relevant Aspect Related to the Company/Position], I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [Briefly Describe a Relevant Achievement or Responsibility]. This experience has equipped me with the skills to [Relevant Skills Related to the Job], making me a strong candidate for this position.

I am particularly drawn to this role at [Company's Name] because [Explain Why You Are Interested in the Company/Position], and I believe that my background in [Related Experience or Skills] aligns well with your needs. I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]