

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

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

Dear [Employer's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about any potential work-from-home job opportunities within [Company's Name].

With a background in [Your Field/Industry] and experience in [Relevant Skills/Experience], I am interested in contributing to your team in a remote capacity. I am particularly drawn to [Company's Name] because [Reason for Interest in Company].

I would appreciate any information about current or upcoming positions that may be available and if possible, the application process.

Thank you for your time and consideration. I look forward to the possibility of working together.

Sincerely,  
[Your Name]