

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my interest in the remote position of [Job Title] as advertised on [where you found the job posting]. With my background in [your field/industry] and my experience in [specific skills or relevant experiences], I am excited about the opportunity to contribute to [Company Name].

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility], demonstrating my ability to [related skill or quality]. I am adept at [list any relevant remote work skills, such as communication tools, time management, or project management], which makes me a strong candidate for a remote position.

I am particularly drawn to [Company Name] because of [something specific about the company or its mission], and I believe that my skills in [mention relevant skills or experiences] align well with your needs.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team in a remote capacity.

Sincerely,
[Your Name]