

[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 hope this message finds you well. My name is [Your Name], and I am an experienced [Your Job Title/Field] with a strong background in [briefly mention relevant experience or skills]. I am reaching out to inquire about potential remote work opportunities within [Company's Name].

I have a keen interest in [specific aspect of the company or field] and believe that my skills in [specific skills or experiences relevant to the company] would make me a valuable addition to your team. I am particularly drawn to [specific project, value, or mission of the company], and I am eager to contribute in a remote capacity.

I would greatly appreciate the opportunity to discuss any current or upcoming remote positions, as well as how my experience might align with the needs of your team. Please find my resume attached for your review. Thank you for considering my inquiry. I look forward to the possibility of working together.

Warm regards,  
[Your Name]