

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

[Recipient Name]
[Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my interest in the [Job Title] position at [Company Name], as advertised on [Where You Found the Posting]. With a strong background in [Your Field/Relevant Skills], I am confident in my ability to make a valuable contribution to your team.

Throughout my career, I have demonstrated a high level of proficiency in [List Key Skills or Responsibilities] and consistently delivered results that align with organizational goals. My background in [Industry/Sector] has equipped me with exceptional [Skill #1], [Skill #2], and [Skill #3], which I am eager to bring to [Company Name].

As a strong advocate for efficiency and flexibility in the modern workplace, I would like to respectfully request consideration for remote work arrangements as part of my employment. I am confident that working remotely will enable me to maintain a high level of productivity, while also promoting a healthy work-life balance and optimizing focus on project deliverables. Furthermore, remote work would allow me to leverage technology for seamless collaboration and timely communication with colleagues and management.

I am fully committed to meeting and exceeding your expectations through diligent work, proactive communication, and regular progress updates. I am flexible regarding work hours and am open to discussing any hybrid or remote structure that best suits the company's requirements.

Thank you for considering my application. I am enthusiastic about the opportunity to contribute to [Company Name] and look forward to the possibility of discussing my qualifications and the remote work arrangement further. Please find my résumé attached for your review.

Sincerely,
[Your Name]