

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally express my intention to transition my career from the Business Process Outsourcing (BPO) industry to [desired career field/position].

Having spent [number] years in the BPO sector, I have developed a strong skill set in [mention relevant skills, e.g., customer service, communication, problem-solving]. These experiences have not only honed my abilities but also fueled my passion for [new field].

I am excited about the opportunity to apply my skills in a new context and am eager to contribute to [Company's Name] as [desired role]. I believe that my background in [specific relevant aspects of BPO experience] positions me well for success in this new environment. Thank you for considering my request for a career transition. I look forward to the possibility of discussing my future contributions to [Company's Name].

Sincerely,
[Your Name]