

[Your Name]
[Your Address]
[City, State, Zip]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Company's Name], as advertised on [Where You Found the Job Posting]. With my background in customer service and my proficiency in [relevant skills/technologies], I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [specific achievement or responsibility related to BPO]. My experience has equipped me with the skills to handle customer inquiries efficiently and to maintain high levels of customer satisfaction.

I am particularly drawn to this position at [Company's Name] because [reason specific to the company or role], and I am eager to bring my expertise in [specific relevant skills] to your esteemed organization. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,
[Your Name]