

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to highly recommend [Candidate's Name] for a position within your BPO organization. During their time at [Your Company Name], [Candidate's Name] demonstrated exceptional skills in customer service and communication, which contributed significantly to our team's success. [Candidate's Name] consistently took initiative in handling customer queries and resolving issues efficiently. Their ability to maintain a positive attitude under pressure and their keen attention to detail made them a valuable asset to our team.

Moreover, [Candidate's Name] possesses strong problem-solving skills and an aptitude for adapting to new technologies, which I believe will be beneficial in a fast-paced BPO environment.

I am confident that [Candidate's Name] will excel in their role and would bring a positive contribution to your team. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]