

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

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to express my interest in the [specific position title] at [Company Name] as advertised on [where you found the job listing]. With my background in customer service and experience in the BPO industry, I believe I would be a great fit for your team.

I would appreciate the opportunity to discuss my qualifications further in an interview. I am enthusiastic about the possibility of contributing to [Company Name] and am eager to bring my skills in [mention any relevant skills or experience] to your organization.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,
[Your Name]