

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

Dear [Employer's Name],

I am writing to express my interest in the BPO position at [Company's Name] as advertised on [where you found the job listing]. With [number] years of experience in the BPO industry and a proven record of providing outstanding customer service, I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Company Name], I handled [specific duties or responsibilities], which allowed me to develop strong communication and problem-solving skills. I consistently achieved [specific metrics or achievements], demonstrating my commitment to both team goals and customer satisfaction.

I am particularly drawn to this opportunity at [Company's Name] due to [specific reason related to the company or its values]. My proficiency in [specific skills or software relevant to the position] aligns well with your requirements, and I am eager to bring my background in [specific related experience] to your organization.

I would welcome the chance to discuss how my experience and skills can benefit [Company's Name]. Thank you for considering my application. I look forward to the opportunity for an interview.

Sincerely,  
[Your Name]