

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[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 [where you found the job posting]. With [number of years] years of experience in the BPO industry, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility, such as managing customer inquiries, improving client satisfaction scores, etc.]. My experience has equipped me with the skills necessary to provide exceptional support and service while maintaining efficiency and accuracy.

I am particularly drawn to this position at [Company's Name] because [mention something specific about the company or role that appeals to you]. I believe that my background in [specific skills or tools relevant to the job] aligns well with the goals of your team.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my experience and skills can contribute to the continued success of [Company's Name]. Thank you for considering my application.

Sincerely,
[Your Name]