

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

Dear [Recipient Name],

I am writing to express my intent to apply for a position within [Company Name] in the BPO sector. With my expertise in [mention relevant skills or experience], I am excited about the opportunity to contribute to your team.

I am particularly drawn to [Company Name] because of [reason for interest in the company]. I believe that my background in [specific area] aligns well with your organizational goals.

I look forward to the opportunity to discuss how my skills and experiences can benefit [Company Name]. Thank you for considering my application.

Sincerely,  
[Your Name]