

[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 interest in applying for a position with [Company Name] in the BPO sector. With a background in [Your Field/Experience] and a strong commitment to providing high-quality customer service, I believe I would be a valuable addition to your team. Having worked in [relevant experience or skills related to BPO], I have developed strong [specific skills, e.g., communication, problem-solving] abilities that enable me to effectively handle customer inquiries and support tasks. My experience at [Previous Company/Position] taught me the importance of empathy and patience when interacting with clients. I am well-versed in [any relevant tools/software related to BPO].

I am excited about the opportunity to contribute to [Company Name] and support your mission of [mention any relevant company goals or values]. I am confident that my proactive approach and dedication to improving customer experiences align with your company's standards.

Thank you for considering my application. I look forward to the possibility of discussing my application in further detail. Please find my resume attached for your review.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]