

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],

[Write your cover letter introduction here. Start by stating the position you are applying for and a brief summary of why you are a suitable candidate.]

[In the body, elaborate on your relevant customer service experience, skills, and achievements. Explain how your background makes you a perfect fit for the role.]

[Conclude by expressing your enthusiasm for the opportunity and indicate your willingness for an interview.]

Sincerely,

[Your Name]