Date: 24/02/2022

Subject: Application for the post of Customer Service Officer.

Dear sir,

I came to know that you are going to recruit one customer service officer in your reputed company. I am interested to be a candidate for the post. I feel I can make a positive contribution to your company.

I have completed a Diploma in Computer Engineering at Faridpur polytechnic institute.

I am confident that with my education I can contribute to accelerating the growth and efficiency of your work

Thank you for your consideration

Sincerely

Jannatun Nesa