

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to reach out to offer my help during this time. I understand that [briefly mention the situation or reason for your offer].

If you need assistance with anything, whether it be [mention specific areas of help you can provide, e.g., running errands, providing emotional support, etc.], please do not hesitate to let me know. I am more than willing to lend a hand or simply be there to listen.

Feel free to reach out to me at your convenience. I'm here for you.

Warm regards,

[Your Name]