

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

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

Dear [Recipient's Name],

I hope this letter finds you well! I wanted to reach out to you with a little proposal. I've been thinking about ways I can help out around the neighborhood, and I'm looking to offer my services for some odd jobs. Whether it's gardening, dog walking, cleaning, or anything else you might need a hand with, I'm here to help! I'm quite flexible with hours and can work around your schedule. Plus, I'm happy to discuss rates that fit your budget.

If this sounds like something you might be interested in, let's chat! You can reach me at [Your Phone Number] or reply to this letter. Thank you for considering my offer, and I look forward to hearing from you soon!

Best wishes,

[Your Name]