

[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 am reaching out to discuss some odd jobs that I am willing to assist with around your home or office.

[List specific tasks you are willing to do, e.g., gardening, cleaning, repairs.]

If you have any needs in these areas, please feel free to contact me. I am flexible with scheduling and can work at a time that is convenient for you.

Thank you for considering my assistance. I look forward to hearing from you soon!

Best regards,

[Your Name]