

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

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

Dear [Recipient's Name],

1. ****Introduction****

- Briefly introduce yourself.
- State the purpose of your letter (inquiry about odd job opportunities).

2. ****Body Paragraph****

- Describe your skills and experience relevant to odd jobs.
- Mention your availability and flexibility.
- Express your eagerness to contribute to the team.

3. ****Closing****

- Thank the recipient for their time.
- Express hope for a positive response.
- Provide your contact information again for convenience.

Sincerely,

[Your Name]
