

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am reaching out to inquire about any potential odd job opportunities within your organization.

I possess a diverse skill set that includes [briefly list relevant skills or experiences]. I am eager to contribute to your team and am open to a variety of tasks that you may need assistance with.

If there are any current or upcoming opportunities, I would greatly appreciate the chance to discuss how I can be of service. Thank you for considering my inquiry. I look forward to your response.

Sincerely,
[Your Name]