

[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. My name is [Your Name], and I am reaching out to offer my assistance with any odd jobs or tasks you may need help with in your home or business.

With a diverse skill set that includes [mention specific skills relevant to odd jobs, e.g., home repairs, gardening, cleaning, etc.], I am well-equipped to take on various tasks to make your life easier. I pride myself on my attention to detail, reliability, and commitment to providing high-quality service.

I understand that our busy lives can lead to a backlog of chores or projects, and I would love the opportunity to help alleviate some of that stress. Whether it's [list a few specific examples of jobs you can do, e.g., assembling furniture, yard work, or organizing spaces], I'm here to lend a hand.

I am available [mention your availability], and I can work flexibly to accommodate your schedule. Please feel free to reach out to discuss how I can assist you or to request a free estimate.

Thank you for considering my offer. I look forward to the possibility of working together and helping you with your needs.

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]