

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to express my interest in any part-time or odd jobs available at [Company's Name].

I am currently [a student/working full-time at another job/etc.], and I am looking to gain experience and earn extra income. I have [briefly mention relevant skills or experiences], which I believe would make me a good fit for your team.

I am flexible with my availability and can adapt to various tasks as needed. I am eager to contribute to your organization and learn from your team.

Thank you for considering my application. I look forward to the opportunity to discuss any available positions.

Sincerely,
[Your Name]