

[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 letter finds you well. My name is [Your Name], and I am interested in offering my services for odd jobs in your area. I am skilled in various tasks including [list a few specific skills or tasks, e.g., gardening, cleaning, moving assistance, handyman work].

I am reliable, hardworking, and flexible with scheduling. Whether you need help for a day or an ongoing basis, I am here to assist you.

If you have any projects in mind or would like to discuss further, please feel free to contact me at [phone number] or [email address]. I look forward to the opportunity to work with you.

Thank you for considering my services!

Best regards,

[Your Name]