

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in available odd job positions at [Company's Name]. With a flexible schedule and a strong work ethic, I am eager to assist with various tasks as needed.

I have experience in [briefly mention relevant skills or experiences], and I am quick to learn new tasks. I am confident I can contribute positively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can help.

Sincerely,
[Your Name]