

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Company/Organization 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 currently seeking odd jobs to help supplement my income. I am reaching out to inquire if there may be any opportunities available within your organization where I can assist.

I am a dedicated and hardworking individual with a diverse skill set that includes [briefly list relevant skills or experiences, e.g., cleaning, gardening, tutoring, etc.]. I take pride in my ability to adapt to different tasks and am eager to learn new skills.

I am available [mention your availability, e.g., weekdays, weekends, specific hours], and I am open to a variety of job opportunities. I believe that my [mention any relevant qualities or traits, e.g., strong work ethic, reliability] would make me a valuable asset to your team.

If there are any odd jobs that you need assistance with, please do not hesitate to contact me. I would be happy to discuss my qualifications further and how I can contribute to your needs.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,  
[Your Name]