

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am reaching out to inquire about any odd job opportunities that may be available within your organization.

I am particularly skilled in [mention relevant skills or experience], and I am eager to contribute to your team. I am available for flexible hours and can adapt my services to meet your needs.

I would appreciate the opportunity to discuss potential openings or to provide assistance in any capacity you may require. Thank you for considering my inquiry.

I look forward to your response.

Sincerely,
[Your Name]