

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

[Recipient Name]  
[Recipient's Position or Company Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am reaching out to introduce myself as someone who is enthusiastic about taking on odd jobs and helping with various tasks that may require extra hands.

I have experience in [mention any relevant skills or experiences, e.g., landscaping, cleaning, tutoring, etc.], and I am eager to offer my services for any short-term projects or recurring tasks you may need assistance with. My flexible schedule allows me to accommodate your needs, whether it's [mention specific examples, e.g., yard work, home organization, or errands].

I am reliable, hardworking, and committed to providing quality service. If you're looking for someone to help lighten your workload, please feel free to reach out to me at [your phone number] or [your email address]. I would love the opportunity to discuss how I can be of assistance.

Thank you for considering my offer. I look forward to hearing from you soon!

Best regards,  
[Your Name]