

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well! I'm reaching out to share my availability for odd job opportunities in our community. As you may know, I'm always eager to lend a hand and take on various tasks that can help out.

Whether it's yard work, pet sitting, or running errands, I'm happy to offer my assistance. I am reliable, hardworking, and committed to providing quality service. If you or someone you know needs help with any small jobs, please feel free to pass along my contact information.

Thank you for your time, and I look forward to hearing from you!

Best wishes,

[Your Name]
[Your Phone Number]