

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

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to inquire about any odd job opportunities that may be available. I am eager to lend a hand with various tasks, including [list specific skills or types of work you can assist with, e.g., gardening, cleaning, tutoring, etc.].

I am reliable, hardworking, and flexible with my hours, making me a great candidate for a variety of tasks. If you have any projects or needs that I might be able to assist with, please let me know.

Thank you for considering my request. I look forward to the possibility of working together.

Sincerely,  
[Your Name]