

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

[Recipient Name]
[Recipient 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 offer my assistance with various odd jobs that you may need help with. I understand that busy schedules can often leave little time for tasks around the home or office, and I would love to help lighten your load.

I have experience in [briefly mention relevant skills or experiences], and I am capable of handling a range of jobs such as [list specific odd jobs you can do, e.g., cleaning, gardening, heavy lifting, repairs, etc.]. I pride myself on being reliable, hardworking, and detail-oriented.

If you have any projects or tasks that you need assistance with, please feel free to contact me at your convenience. I am happy to discuss my rates and availability to see how I can best meet your needs.

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

Warm regards,
[Your Name]