

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your assistance in providing recommendations for odd job opportunities. As I am currently seeking to expand my experience and skills in various areas, any suggestions or connections you may have would be greatly appreciated. Thank you for considering my request. I truly value your support and guidance.

Warm regards,

[Your Name]