

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

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out to offer my services for any odd jobs you may need assistance with. With a flexible schedule and a strong work ethic, I am eager to help with tasks ranging from [specific tasks you can do, e.g., cleaning, gardening, repairs, etc.], to [additional tasks, if any].

I pride myself on my attention to detail and my ability to complete projects efficiently. I have experience in [briefly mention any relevant experience or skills], which I believe positions me well to help with your needs.

If you have any upcoming projects or need an extra pair of hands, I would be delighted to discuss how I can assist you. I am available for a conversation at your convenience and can be reached at [Your Phone Number] or [Your Email Address].

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

Best regards,  
[Your Name]