

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

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

Dear [Recipient's Name],

Are you in need of help with those odd jobs around the house or yard that you've been putting off? My name is [Your Name], and I am offering reliable and affordable odd job services in [Your Area].

Whether it's assembling furniture, gardening, cleaning, or running errands, I am here to lend a hand. I take pride in providing quality work and ensuring customer satisfaction.

Why choose my services?

- ****Flexible scheduling:**** I can work around your availability.
- ****Affordable rates:**** Budget-friendly options to suit all needs.
- ****Professionalism:**** I approach every job with skill and dedication.

If you're interested in discussing how I can assist you, please feel free to reach out at [Your Phone Number] or [Your Email Address]. I look forward to the opportunity to help you with your odd jobs.

Thank you for considering my services!

Best regards,

[Your Name]

[Your Business Name, if applicable]