

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally propose an outside employment agreement between myself and [Company/Organization Name]. As you know, I am currently employed as [Your Position] at [Your Current Company], and I am interested in pursuing [briefly describe the nature of the outside job] alongside my current commitments.

I believe that this opportunity will not interfere with my responsibilities at [Your Current Company] and will further enhance my professional development. I am committed to ensuring that my contributions to [Your Current Company] remain unaffected.

I kindly ask for the opportunity to discuss this outside employment agreement further. I am willing to answer any questions you might have and provide any necessary information to facilitate this process.

Thank you for your consideration. I look forward to your response.

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]