

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently seeking opportunities for extra income that align with my skills and experience.

I have [briefly describe your professional background and any relevant experience or skills]. I am particularly interested in [mention specific areas or types of work you are looking for, e.g., freelance projects, consulting opportunities, part-time work].

I am reaching out to inquire if your organization has any openings or projects that may benefit from my expertise. I am dedicated, detail-oriented, and eager to contribute to new initiatives.

Thank you for considering my inquiry. I look forward to the possibility of discussing any opportunities that may be available.

Sincerely,
[Your Name]