

Proposal to Assist with Extra Projects

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose my assistance with any additional projects that may require support within [Company/Organization Name]. With my background in [Your Field/Expertise], I believe I can contribute significantly to your team's objectives.

As we know, handling extra projects can often overwhelm existing resources. I am eager to lend my skills in [Specific Skills or Areas of Expertise] on a part-time or project basis. This collaboration could enhance productivity and ensure projects are completed efficiently and effectively.

I would appreciate the opportunity to discuss this further and explore how I can best assist your team. Please let me know a convenient time for us to meet or have a call.

Thank you for considering my proposal. I am looking forward to your positive response.

Sincerely,

[Your Name]