

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

[Notary Public's Name]
[Notary Public's Address]
[City, State, Zip Code]

Dear [Notary Public's Name],

Subject: Request for Notary Approval

I hope this letter finds you well. I am writing to request your approval for the notarization of [specific document or transaction] that I am currently engaged with.

Details of the Document:

- Title of the Document: [Title]
- Purpose of Notarization: [Briefly explain why you need notarization]
- Parties Involved: [List parties who will sign, if applicable]
- Date of Notarization: [Proposed date for notarization]

I have attached the relevant documents for your review, including any identification required for the notarization process. Please let me know if any additional information is necessary or if you require any actions on my part prior to approval.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Occupation, if applicable]