

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

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

Dear [Notary's Name],

I hope this letter finds you well. I am writing to formally request your approval for the notarization of [specific document or affidavit name]. The details of the document are as follows:

- Title of the Document: [Title]
- Purpose of Notarization: [Brief explanation]
- Signatories Involved: [List of names]
- Date of Signature: [Date]

Please let me know if you require any additional information or documentation to facilitate this process. I appreciate your attention to this matter and look forward to your confirmation.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title or Position, if applicable]