

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

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

Dear [Notary Public's Name],

I hope this message finds you well. I am writing to request your assistance in notarizing a document. The document in question is [brief description of the document, e.g., a contract, affidavit, etc.], and it requires notarization for [reason for notarization, e.g., legal purposes, filing, etc.].

I would appreciate it if we could arrange a convenient time for me to bring the document to you for your signature. Please let me know your availability for this week or next.

Thank you for your assistance. I look forward to your prompt reply.

Sincerely,  
[Your Name]