

[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],

I hope this letter finds you well. I am writing to request your assistance in notarizing my signature on the following document: [brief description of the document].

Please let me know your available times so we can schedule an appointment for this matter. I will ensure to bring all necessary identification and any pertinent documents that may be required.

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

Sincerely,  
[Your Name]