

[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 formally request your services as a Notary Public in relation to a document that requires notarization.

The document in question is [brief description of the document, e.g., a contract, affidavit, etc.], and I kindly ask for your notarization of my signature, which will validate its authenticity and legal standing.

Please let me know your availability, and I will do my best to accommodate your schedule. I can provide the document for your review and signature at your convenience.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]