

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

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

Subject: Notarization Request

Dear [Notary Public's Name],

I hope this letter finds you well. I am writing to request your assistance with the notarization of the following document(s):

1. [Description of Document 1]
2. [Description of Document 2]
3. [Additional Documents as Necessary]

Please find the documents attached for your review. I am available to meet at your convenience to facilitate the notarization process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]