

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Subject: Notary Acknowledgment  
Dear [Recipient's Name],  
I, [Your Name], a Notary Public in and for the State of [State], do  
hereby certify that on [Date], personally appeared before me [Name of  
Signer], who is known to me (or proved to me on the basis of satisfactory  
evidence) to be the person whose name is subscribed to the within  
instrument, and acknowledged that he/she executed the same for the  
purposes therein contained.  
In witness whereof, I have hereunto set my hand and affixed my official  
seal, this [Date].  
[Notary Public Signature]  
[Notary Public Printed Name]  
Notary Public in and for the State of [State]  
My Commission Expires: [Date]  
[Notary Seal]