

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

[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]

Subject: Notary Signature Confirmation

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to confirm that I, [Your Name], have appeared before [Notary's Name], a duly commissioned Notary Public in the State of [State], on [Date of Notarization]. During this meeting, I provided my signature on [Name of Document] and confirmed my identity for the record. Please find the relevant details below:

- Notary Public: [Notary's Name]
- Notary Commission Number: [Notary's Commission Number]
- Location of Notarization: [City, State]
- Date of Notarization: [Date]
- Document Signed: [Name of Document]

Should you require any further information or documentation to verify this notarization, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]