

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

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

Dear [Notary's Name],

I hope this letter finds you well. I am writing to request your services as a notary public for the purpose of [briefly explain the purpose, e.g., "notarizing a document related to the sale of my property"].

The document that requires notarization is [describe the document, e.g., "a property deed" or "a contract"]. I have attached a copy of the document for your review.

I would like to schedule a convenient time to meet with you to complete the notarization process. Please let me know your availability in the coming days.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]