

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Notary Signing Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request your services for notarizing documents related to [briefly describe the purpose, e.g., "a real estate transaction," "a power of attorney," etc.].

The documents that I need to be notarized include:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I would appreciate it if we could schedule a time to meet at your convenience to complete this process. Please let me know your available times, and I will do my best to accommodate.

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)]