

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

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

Subject: Request for Notary Services

Dear [Notary's Name],

I hope this letter finds you well. I am writing to formally request your notary services for the following documents:

1. [Description of Document 1]
2. [Description of Document 2]
3. [Additional Documents, if any]

I would appreciate it if we could schedule an appointment at your earliest convenience. Please let me know your available times.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]