

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

[Recipient Name]
[Recipient Title/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to request your assistance with the notarization of a document that requires your signature as a notary public. The details of the document are as follows:

[Brief description of the document and its purpose.]

Please let me know your availability to meet and complete the notarization process. Your timely response to this request would be greatly appreciated, as it is essential for [reason for urgency, if applicable].

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Title, if applicable]