

[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],

Subject: Request for Notarization

I hope this message finds you well. I am writing to request your services for the notarization of the following document(s):

- [Describe the document(s) - e.g., affidavit, contract, etc.]

The document(s) requires notarization to ensure its validity for [reason for notarization - e.g., legal purposes, business transactions, etc.].

Please let me know your availability for this service and any documents I need to bring along. I appreciate your assistance in this matter.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]