

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to confirm my availability for the notary signing of  
[specific document(s)] on [date] at [time]. Please let me know if this  
time is agreeable or if there are other arrangements you would prefer.  
Thank you for your attention to this matter. I look forward to your  
response.

Sincerely,

[Your Name]  
[Your Notary Commission Number]  
[Notary Seal, if applicable]