

[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],

I hope this letter finds you well. I am writing to request your notarial services for [briefly describe the documents or purpose, e.g., signing a power of attorney, certifying a copy of a document, etc.].

Please let me know your availability for an appointment. 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]