

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

[Notary Public's Name]
[Notary's Address]
[City, State, ZIP Code]

Dear [Notary Public's Name],

Subject: Request for Notarization

I am writing to request your services for the notarization of the following document(s):

1. [Title/Description of Document 1]
2. [Title/Description of Document 2]
3. [Title/Description of Document 3]

I confirm that I will present valid identification upon our meeting, and I appreciate your assistance in this matter. Please let me know your availability for an appointment.

Thank you for your attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]