

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Notary's Name]  
[Notary's Business Name]  
[Notary's Address]  
[City, State, Zip Code]

Dear [Notary's Name],

Subject: Request for Notary Services

I hope this letter finds you well. I am writing to request notary services for the following documents:

[List the documents that need notarization]

I would appreciate it if we could schedule a time for me to bring these documents for notarization. Please let me know your available times, and I will do my best to accommodate.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]