

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

Dear [Notary Public's Name],

Subject: Inquiry Regarding Notary Services

I hope this message finds you well. I am writing to inquire about the notary services you offer, specifically regarding [specific services or documents you are interested in].

Additionally, I would appreciate information on the following:

- Availability and hours of operation
- Fees associated with your services
- Any identification or documentation required for notarization

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,
[Your Name]