

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

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

Dear [Notary Public's Name],

Subject: Request for Notary Signature

I, [Your Full Name], hereby request that you provide your notary signature and seal for the following document:

[Describe the document briefly, including its title, purpose, and any other relevant details.]

The document is required for [state the reason for notarization, e.g., a legal transaction, affidavit, etc.].

I have attached the necessary documents for your review and signature.

Please let me know if you require any additional information or if there are fees associated with the notarization process.

I appreciate your timely assistance with this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]