

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

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

Subject: Request for Notarization of Signature

Dear [Notary Public's Name],

I hope this letter finds you well. I am writing to request your assistance in notarizing my signature on the document titled [Document Name/Description] which requires notarization as part of its processing. Enclosed with this letter, you will find the following:

1. The document requiring notarization
2. A copy of my valid identification

Please let me know a convenient time for us to meet, or if you require any additional information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]