

[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],

I hope this letter finds you well. I am writing to formally request your approval for [briefly state the purpose, e.g., notarizing a specific document].

The document in question is [describe the document, e.g., a power of attorney, a contract, etc.]. I have attached a copy of the document for your review.

Please let me know if you require any further information or if you would like to schedule a time for me to visit you for the notarization process. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]