

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]

Subject: Notarized Document Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a notarized document pertaining to [specific details about the document, e.g., "the agreement between our two parties dated [date]"].

Please find attached copies of the relevant documents that require notarization. I would appreciate your assistance in having these documents notarized at your earliest convenience.

If you need any additional information or documentation, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

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