

****Notary Acknowledgement Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

****Subject: Notary Acknowledgement****

Dear [Recipient Name],

I, [Your Full Name], a Notary Public in [State], hereby acknowledge that on this [day] of [month], [year], [Name of Signer(s)] personally appeared before me and proved to be the person(s) whose name(s) is/are signed on the document titled [Name of Document], and executed the same in my presence.

****Notary Public Signature:****

[Your Name]

Notary Public, [State]

My commission expires: [Date]

[Notary Seal]

****End of Template****