

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

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

Dear [Notary's Name],

Subject: Request for Notary Services

I hope this message finds you well. I am writing to request your notary services for the following documents:

1. [Document Name/Description]
2. [Document Name/Description]
3. [Document Name/Description]

I would appreciate it if we could arrange a time for me to come in and have the documents notarized. Please let me know your available times, and I will do my best to accommodate.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]