

[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],

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

[List of documents needing notarization]

I have included my identification and any necessary forms to facilitate the process. Please let me know your availability for an appointment, and if there are any fees I should be aware of.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,  
[Your Name]