

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally serve as your notary public for the purpose of [briefly describe the purpose, e.g., signing a legal document, verifying an identity, etc.].

As a licensed notary with experience in [mention any relevant experience or qualifications], I am committed to providing you with efficient and professional service. Please feel free to reach out if you have any questions or need further assistance.

I look forward to assisting you with your notarization needs.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Notary Commission Number]