

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

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

Dear [Notary Public's Name],

I hope this letter finds you well. I am writing to formally request your notarial services for [specific documents or purpose].

The documents requiring notarization include:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I would appreciate it if you could let me know your availability for this matter and any fees associated with your services. Please feel free to contact me at your earliest convenience to discuss this further.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title, if applicable]