

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

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

Dear [Notary Public's Name],

I hope this letter finds you well. I am writing to request your notary services for the following document(s):

[Brief description of the document(s) to be notarized, e.g., "a Power of Attorney" or "a property deed"]

I would appreciate it if you could let me know your availability for this service, as well as any documents I should bring along for the notarization process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]