

[Your Name]  
[Your Title/Position]  
[Your Notary Office Name]  
[Address]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
Subject: Notary Services

This letter is to confirm that I, [Your Name], am a commissioned Notary Public in the State of [State]. I am authorized to perform notarizations and provide notary services as required.

Please feel free to contact me at your convenience to discuss any notary needs you may have.

Thank you for considering my services.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Notary Public]  
[Commission Number]  
[My Commission Expires: MM/DD/YYYY]