

[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],

Subject: Request for Notarization

I hope this letter finds you well.

I am writing to formally request your services as a Notary Public for the purpose of notarizing the following document(s):

1. [Title of Document 1]
2. [Title of Document 2]
3. [Title of Document 3]

The details regarding the documents are as follows:

- Document 1: [Brief Description]
- Document 2: [Brief Description]
- Document 3: [Brief Description]

In accordance with legal requirements, I will bring valid identification to verify my identity during the notarization process.

I appreciate your time and assistance with this matter. Please let me know your availability for an appointment.

Thank you for your attention to this request.

Sincerely,

[Your Signature]
[Your Printed Name]