

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

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

Dear [Notary Public's Name],

I, [Your Full Name], hereby affirm that the information provided for notarization is true and accurate to the best of my knowledge.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]