

[Your Notary Letterhead]
[Your Name]
[Your Title/Position]
[Your Notary Commission Number]
[Your Business Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]
Subject: Notary Verification for [Transaction Type]
Dear [Recipient's Name],
I, [Your Name], a duly commissioned Notary Public in [State], hereby
certify the following details related to the transaction described below:
Transaction Details:
- Type of Transaction: [e.g., Property Transfer, Loan Agreement, etc.]
- Date of Transaction: [Date]
- Parties Involved: [List all parties involved, including full names and
relation to the transaction]
- Document(s) Notarized: [List the specific document titles]
Verification Process:
On [Date of Notarization], I verified the identities of the signatories
as follows:
- Signatory 1: [Full Name, Identification Type/Number]
- Signatory 2: [Full Name, Identification Type/Number]
- [Add more as necessary]
Each signatory appeared before me and acknowledged that they understood
the contents of the document and signed it voluntarily.
Notary Seal
[Attach Notary Seal/Image Here]
If you have any questions or require further information, please feel
free to contact me at the number or email provided above.
Sincerely,
[Your Signature]
[Your Printed Name]
[Your Commission Expiration Date]
[Enclosures: if applicable]