

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Notary's Name]
[Notary's Office Name]
[Notary's Address]
[City, State, Zip Code]

Dear [Notary's Name],

I hope this letter finds you well. I am writing to request your services for notarization and certification of [briefly describe the document or purpose, e.g., "my affidavit regarding..."].

The details of the document are as follows:

- Type of document: [e.g., Affidavit, Power of Attorney, etc.]
- Date of signing: [insert date]
- Parties involved: [insert names of parties]

Please let me know your availability for this service, as well as any fees associated with notarizing this document. I would appreciate it if we could schedule an appointment at your earliest convenience.

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

Sincerely,

[Your Name]