

[Your Notary Public's Name]

[Your Notary Business Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notary Public Services

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to confirm our appointment for notary public services on [Date] at [Location].

As a certified notary public, I am here to assist you with the following documents:

- [List of Documents]

- [List of Documents]

- [List of Documents]

Please ensure you bring the necessary identification, such as [List of Acceptable IDs].

If you have any questions or need to reschedule, feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for choosing my services. I look forward to assisting you.

Sincerely,

[Your Signature]

[Your Notary Public's Name]

[Your Notary License Number]