

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

[Notary's Name]  
[Notary's Address]  
[City, State, Zip Code]

Dear [Notary's Name],

I hope this message finds you well. I am writing to request your assistance with notarizing a document.

The document in need of notarization is [describe the document, e.g., a contract, affidavit, etc.]. I would appreciate it if we could arrange a convenient time for you to notarize this.

Please let me know your availability and if there are any specific requirements I should prepare in advance.

Thank you for your assistance. I look forward to your reply.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]