

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

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Notary Public Certification for Agreement

Dear [Recipient's Name],

I, [Your Name], a certified Notary Public in the state of [State], have been requested to provide notarial services for the agreement outlined below:

**\*\*Agreement Title:\*\*** [Title of Agreement]

**\*\*Date of Agreement:\*\*** [Date]

**\*\*Parties Involved:\*\*** [Party A Name] and [Party B Name]

This letter serves to confirm that I have witnessed the signatures of the parties involved in the aforementioned agreement on [Date of Signature]. Both parties have affirmed their identity and understanding of the terms included in the agreement.

Enclosed with this letter is the notarized document, including the signatures of [Party A Name] and [Party B Name], along with my official notary seal and signature.

Should you require further information or additional documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for entrusting me with this responsibility.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Notary Public Registration Number]  
[State of Notarization]  
[Notary Seal]