

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

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

Dear [Recipient's Name],

RE: Verification of Notary Public Service

I, [Your Full Name], a duly commissioned Notary Public in the State of [State Name], hereby certify that I have witnessed and notarized the signatures contained in the document titled "[Document Name]" on [Date of Notarization].

The individuals involved in this document have established their identities before me and provided valid identification as required by law. The notarization was executed according to the regulations governing my duties as a Notary Public.

If you require any further information or additional verification, please feel free to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Notary Public

[State of Commission]

[Commission Expiration Date]