

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

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

Dear [Notary's Name],

Subject: Request for Notary Services

I hope this letter finds you well. I am writing to request your notary services for [brief description of the documents or purpose for notarization].

Details of the document(s):

- Document Type: [Type of document]
- Number of Copies: [Number of copies]
- Parties Involved: [Names of individuals or entities]
- Date of Signing: [Proposed date]

Please let me know your availability to assist with this matter. I appreciate your attention to this request and look forward to hearing from you soon.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]