

**\*\*Notary Documentation Letter Outline\*\***

**1. \*\*Sender's Information\*\***

- Name
- Address
- City, State, Zip Code
- Email
- Phone Number
- Date

**2. \*\*Recipient's Information\*\***

- Name of the Notary
- Title (if applicable)
- Notary Public Agency/Office
- Address
- City, State, Zip Code

**3. \*\*Subject Line\*\***

- Clear subject indicating the purpose of the letter (e.g., "Request for Notary Services")

**4. \*\*Salutation\*\***

- Dear [Notary's Name],

**5. \*\*Introduction\*\***

- Brief introduction of the sender and the purpose of the letter.

**6. \*\*Details of Notarization Needed\*\***

- Description of the document(s) requiring notarization
- Purpose of the notarization
- Any specific instructions or requests

**7. \*\*Proposed Meeting Details\*\***

- Suggested dates and times for the meeting
- Location where the notarization will take place

**8. \*\*Conclusion\*\***

- Appreciation for their time and services
- Request for confirmation of the appointment

**9. \*\*Closing\*\***

- Sincerely,
- [Your Name]
- [Your Title/Position, if applicable]

**10. \*\*Attachments (if any)\*\***

- List of documents attached for notarization.